



Exam Invigilator Job Description

Post	Exam Invigilator
Responsible to	Data & Exam Manager
Appointment	Casual
Days & Hours of Work	Successful candidate will be asked to work during periods of mock GCSE's and GCSE's Exams, Monday to Friday between the hours of 08:30 and 15:00
Hourly Rate	£12.85
Holiday Pay	Holiday will be paid at 12.07% of the hourly rate.
This is a casual appointment	

Purpose of the role

To ensure the fair and proper conduct of examinations/tests according to the school's/examination boards rules, in an environment that enables pupils to perform at their best.

Key tasks & Responsibilities

- Invigilate the examination, including referring examination irregularities to nominated person
- Assist in the setting up of examinations venues, laying out equipment and papers in accordance with instructions
- Communicate examination procedures to pupils and oversee behaviour
- Respond to pupil requests during the examination
- Ensure no unauthorised material is consulted
- Escort candidates from the location during the examination, such as for toilet breaks
- Maintain candidate attendance and absence records.
- Observes personal duty of care in relation to service users or equipment or resources used in the course of work.
- Role holders may be required to make minor decisions by selecting from a choice of options or by identifying straightforward solutions to simple problems.
- Role holders may be required to determine the sequence and timing of own job or that of others.

General Duties:

- To ensure that GDPR principles are applied in all areas of work.
- Promote the safeguarding of all pupils in the school.
- All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.





Safeguarding:

The Bay Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects its entire staff to share this commitment. All post-holders will be subject to safeguarding checks and required to have an Enhanced Disclosure from the Disclosure & Barring Service (DBS).

Person Specification

	Essential (E)	Desirable (D)
Qualifications	• GGCSE Grade A-C (Maths and English)	
Relevant Experience	• Experience in basic administration	• Experience of working in a school or similar establishment • Previous experience in invigilating or supervising examinations.
Knowledge/skills/abilities	• Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues and students • Ability to use basic IT software packages, equipment and other resources effectively • Good standard of numeracy and literacy skills • able to work as a member of a team • an ability to adhere to rules and regulations	
Other	• Ability to build and form good relationships with students and colleagues • Able to work flexibly and respond to unplanned situations	

