



### Job Description

<b>Job Title:</b>	Examination Invigilators (Banking List) (Term-time, Part-time)
<b>Responsible to:</b>	The Principal Examinations Officer Chief Invigilator
<b>Job purpose:</b>	To supervise the invigilation of all public examinations held in the school in accordance with the Joint Council of Qualifications (JCQ) Regulations.
<b>Salary</b>	The post holder will be paid in accordance with CCEA pay rates for invigilation carried out on behalf of CCEA, which is £8.75 per hour of exam. The Christian Brothers Grammar School is the payment authority for invigilation carried out on behalf of the school and other examination boards.
<b>Hours of duty:</b>	Invigilation is required during the public examinations in November, January, May and June morning and afternoon sessions. The school may also request assistance during mock examination periods in December and April. Normal working hours will be between 8:30am and 5:00pm.

### Personnel Specification

<b>Department</b>	Examinations & Assessment	
<b>Qualifications</b>	<b>Essential</b>	<b>Preferred</b>
	Good communication skills	English & Mathematics to GCSE Level
<b>Experience</b>	Previous work as an invigilator	
<b>Physical attributes</b>	Able to complete tasks which require physical activity and vigilance throughout the working session	
<b>Disposition</b>	Pleasant disposition, ability to work with others in a team, flexibility to change tasks on a rota basis or as required by the Chief Invigilator	

### **Main duties and responsibilities**

To undertake, as part of a team, the supervision of school and public examinations to ensure that all of the regulations determined by the school and the examination boards are met by the pupils taking those examinations.

To follow instructions from the Chief Invigilator in carrying out the supervision of the pupils sitting the examinations and assessments.

Attend training as required by the school.

This job description is intended to give the post holder and appreciation of the role envisaged for the Invigilator and the range of duties. It does not attempt to detail every activity. Specific goals will be agreed with the post holder and Examinations Officer at regular intervals.

The post holder may be expected to carry out other duties as directed from time to time by the Examinations Officer or the Principal.

### **Disclosure of Criminal Background**

This post involves 'regulated activity' under the Safeguarding Vulnerable Groups (NI) Order 2007. Therefore, if you are appointed, Christian Brothers Grammar School, Omagh will be required to undertake an Enhanced Disclosure of Criminal Background. Due to a policy implemented by the Department of Education in April 2011, you will be expected to meet the cost of an Enhanced Disclosure Certificate which is currently £33.