



## Job Description

<b>Job Title</b>	Examination Invigilators (Banking List)
<b>Responsible to:</b>	Services Manager Senior Assessment Assistant Chief Invigilator
<b>Salary Scale</b>	As decided by the examination board
<b>Duties</b>	As described below
<b>Hours of Duty</b>	Flexible between 8-30 a.m. to 5.00 pm Monday to Friday depending on requirements

## 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>	Fit and healthy and 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 supervisor	

## Scope and General Duties

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.

This job description is intended to give the post holder an appreciation of the role envisaged for the invigilator and the range of duties. It does not attempt to detail every activity. Specific goals and objectives will be agreed with the post holder, the Services Manager at regular intervals.

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