

# Job description

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| **Job Title:** | Examination Invigilators (Banking list) |
| **Responsible to:** | Chief Invigilator  Examinations Officer  Principal |
| **Salary Scale:** | £9.10 per hour |
| **Hours of duty:** | Flexible between 8:30am to 5:00pm, Monday to Friday depending on requirements  Exams take place during the months of November, December, February, May and June |

# Personnel Specification

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|  | **Essential** | **Preferred** |
| **Qualifications** | Good communication skills | English & Mathematics to GCSE level |
| **Experience** |  | Previous work as an invigilator |
| **Skills & qualities** |  | Able to complete tasks which require physical activity and vigilance throughout the working session.  Ability to work with others in a team.  Calm under pressure.  Flexible.  Excellent timekeeping. |

# 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 Joint Council for Qualifications (JCQ) are followed.
* To follow instructions from the Chief Invigilator in carrying out the supervision of the candidates sitting the examinations and assessments.
* To supervise candidates in a quiet and unobtrusive manner, distributing additional paper/equipment as required.
* To respond to candidates’ queries in line with JCQ regulations.
* To maintain the confidentiality of information regarding the School, its Staff and its business. Information must not be communicated to other persons either in or outside of the School except in the recognised course of their duties.

The 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 duties will be agreed with the post holder and the Examinations Officer at regular intervals.

**Posts involving work in educational institutions are subject to the provisions of the Safeguarding Vulnerable Groups (NI) Order 2007. The successful applicant will require an enhanced disclosure check which at present costs £33. Further details regarding the payment of this check will be issued with the contract of employment.**