

Job Description

EXAMINATIONS INVIGILATOR

Post Title:	Examinations Invigilator
Base:	Woldgate School
Salary:	NJC SCP3 £12.85 p/h, SCP4 £13.05 p/h dependant on duties
Line Management:	
Contract:	Casual

Core Purpose:
To assist in the smooth running of exams at Woldgate School and Sixth Form College. As an Examinations Invigilator, you will play a key role in ensuring that examinations are conducted in a fair, secure, and controlled environment, adhering to exam board regulations.

Duties & Responsibilities:
- To support the Examinations Officer with the day-to-day operation of exam venues. - Supervise students during exams to ensure adherence to examination rules and regulations - Ensure the security and confidentiality of exam papers and student information - Distribute, collect, and manage exam materials in accordance with protocols - Provide assistance to students where necessary (e.g. reading instructions) - Report any incidents or irregularities in accordance with examination procedures - Remain vigilant and alert throughout the exam duration - Undertaking any other duties and training that may reasonably be regarded as being commensurate with the grade and general purpose of the post

Criteria:
- Good communication skills and the ability to remain calm and professional under pressure - A strong sense of responsibility and attention to detail - Ability to work independently and as part of a team - Availability to work during busy exam periods (flexible hours, including mornings and afternoons) - Prior experience in a similar role is desirable, but not essential - The ability to deal with information in a confidential and sensitive matter.

The school is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. An enhanced DBS disclosure is required for all posts