



Exam Invigilator

Middlewich High School

£12.26 per hour - Casual

Grade 2 – SCP 2 - £23,656 (FTE)

Job Description & Person Specification

Job Description

Reporting to

Exams Officer

Purpose of the role

Supporting students and staff in the administration of school examinations.

Main responsibilities

1. Assist with checking, preparation and set up of exam rooms, prior to arrival of pupils.
2. Check identity of candidates, complete attendance registers and distribute examination papers.
3. Supervise candidates in the examination room, minimise disruptions and distractions and maintain examination conditions throughout.
4. Assist candidates as appropriate with additional supplies of paper and stationery.
5. Monitor the efficient timing of the exam to required standards
6. Collect, check in and maintain integrity of examination papers at the end of the exam.

Notwithstanding the detail in this job description the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.

Person Specification

	Desirable	Essential
Qualification		
GCSEs at grades 9 to 4 (A* to C) including English and Maths		✓
Evidence of further qualifications	✓	
Experience		
Experience of working with children		✓
Successful experience in more than one school.	✓	
Knowledge & Skills		
Good literacy and numeracy skills		✓
Good organisational skills		✓
Ability to build effective working relationships with students and adults		✓
Effective ICT skills to support students' learning		✓
Skills and expertise in understanding the needs of all students		✓
Excellent verbal communication skills & active listening skills		✓
Knowledge of guidance and requirements around safeguarding children		✓
Understanding of roles and responsibilities within the classroom and whole school context	✓	
Interpersonal Skills		
Energetic, able to work under pressure and meet deadlines		✓
Approachable		✓
Flexible approach and positive attitude towards work		✓
Punctual and reliable		✓
Excellent team player		✓
Ability to adapt to changes in the workplace		✓
Excellent communication skills		✓
Ability to show initiative		✓
Personal Qualities		
Commitment to getting the best outcomes for students and promoting the ethos and values of the school		✓
Commitment to equal opportunities and securing good outcomes for students with SEND or a disability		✓
Ability to work under pressure and prioritise effectively		✓
Commitment to maintaining confidentiality at all times		✓
Commitment to safeguarding and equality		✓