

## **Job Description: Examinations Invigilator**

**Reports to:** Examinations Invigilator  
**Start date:** March 2023 temporary until June 2023  
**Hours:** Casual  
**Salary:** £12.97 per hour

### **The role**

To support the Examinations Invigilator to oversee and supervise examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions.

### **Main Responsibilities**

- Distributing examination materials, including question papers and answer booklets, before the start of the examination and collecting them at the end.
- Issuing instructions to candidates.
- Notifying the Lead Examinations Invigilator if a candidate is absent or late for an examination.
- Supervising candidates during examinations to ensure that silence is maintained and that in all respects the examinations are conducted in accordance with the examining boards' rules and regulations.
- Being vigilant at all times.
- On some occasions overseeing the start and end of the examinations, including giving time reminders to candidates, and ensuring that extra-time candidates receive the correct time allowance.
- Assisting the Lead Examinations Invigilator to ensure that all proper procedures, as specified by the examination boards and by King Solomon Academy, for the running of public examinations, are followed.
- Keeping exam papers in secure conditions at the end of each exam until they are passed to the Lead Examinations Invigilator.
- Provide access arrangements in accordance with the examination regulations to candidates such as being a reader, scribe or prompter (training will be provided).

### **Other**

- Any other duties within the post holder's capabilities as may be reasonably requested from time to time.

## Person Specification: Examinations Invigilator

### Specific skills and knowledge

- An understanding of the examination process at GCSE and A-Level
- Effective oral/written communication skills
- Good time management

### Personal Attributes

- Accuracy and attention to detail
- Flexible approach to work
- Ability to relate to academic staff and students
- Ability to work under pressure and to tight deadlines

### Other

- This post is subject to an enhanced Disclosure and Barring Service check.
- Right to work in the UK

*Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.*

*Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).*