Job Description

**Name:**

**Job Title: Exam Invigilator Salary: £12.50 per hour**

**Line Manager: Exams Officer** **Contract:** **Permanent – casual hours throughout the year**

**Fundamental Purpose:**

## We are looking to expand our team of Exam Invigilators, to support invigilation of internal and external assessments and examinations throughout the academic year.

The role of an Invigilator is key to the successful and smooth running of any examination or assessment. Successful candidates would be responsible for ensuring examinations and assessments are conducted in line with the Joint Council for Qualifications (JCQ) guidelines and that all students are given the best possible opportunity, when sitting any form of assessment or examination, to realise their full academic potential.

**Key Responsibilities**

These will include the:

* Supervision of candidates during assessments or examinations
* Preparation of examination halls and rooms
* Distribution and collection of examination materials and papers
* Completion of examination invigilation paperwork

Applicants should be well organised, methodical, with the ability to adhere to school procedures. You should also have an approachable manner and the ability to communicate with staff and importantly, students.

This job description may be amended at any time in discussion with the Exam Officer and the employee and will be reviewed before the commencement of the next appraisal cycle.

If successful in your application, you will be required to apply for an enhanced DBS

Lord Lawson of Beamish Academy is committed to safeguarding and promoting the welfare of students and expects all to share this commitment.