

EXAM INVIGILATOR - JOB DESCRIPTION

Hourly Rate £9.31 per hour

Main Duties & Responsibilities

- To start, supervise and finish both internal and external examinations
- To facilitate the provision of an environment which allows students to perform to the best of their ability and to relax and concentrate on the task at hand, as much as is practicable.
- To ensure that the Examination Board's regulations are adhered to
- To ensure that policies and procedures of the Academy are adhered to
- To uphold the integrity of the examinations
- To be familiar with the Joint Council for Qualifications (JCQ) Instructions for the Conduct of Examinations
- To assist the Senior Exam Invigilator and/or the Data Manager with any administrative tasks
- Nominated Key Invigilator acts as room manager, responsible for time keeping, script management and a central point for reporting incidents e.g. late arrivals, absences or irregular conduct.

Line Management

- Meet regularly with Senior Exam Invigilator and/or Data Manager to ensure current and future procedures are understood and carried out

Payment

- At the end of every week you have worked you must complete a casual time sheet which should be signed by yourself and authorised by our Data Manager & Director of Business & Finance. This form must be received by our HR Manager in accordance with the Academy's payroll schedule to ensure prompt payment direct into your bank account. All staff are paid on a monthly basis on or before the 26th of the month.

General

All Academy staff are expected to:

- Work towards and support the Academy's vision and the objectives
- Support and contribute to the Academy's responsibility for safeguarding students
- Work within the Academy's health and safety policy to ensure a safe working environment for staff, students and visitors
- Work within the Academy's Community Cohesion and Race Relations Policies to promote equality of opportunity for all students and staff, both current and prospective
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues
- Engage actively in the performance review process
- Adhere to Academy policies and procedures as set out in the staff handbook or other documentation available to all staff

Together we Exceed

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This job description should be seen as enabling rather than restrictive and will be subject to regular review.