Job Title:	**Examination invigilator**
Grade:	**NJC 4 currently £10.98 per hour (plus holiday pay)**

Purpose of Job:

To invigilate examinations, both public and school.

Reporting to: Exams Officer

JOB DESCRIPTION

The duties may include any or all of the following:

Invigilating public examinations, in accordance with regulations laid down by the examining bodies

Supervising candidates held incommunicado before or after oral assessments, or while waiting to sit rescheduled exams

Invigilating internal exams and tests in accordance with school regulations and familiarising candidates with their role

Invigilating the School's entrance examination

Undertaking tasks such as checking registers against scripts and packing them at the end of exams

Participate in training and other learning activities as required;

Any other duties as may reasonably be requested by the Headmaster or other members of the Senior Leadership Team

PERSON SPECIFICATION

PREFERRED SKILLS/ PERSONAL ATTRIBUTES or EXPERIENCE
- accuracy and attention to detail
- a flexible approach to work
- ability to relate to candidates yet maintain an air of authority
- ability to communicate with candidates and members of staff clearly and accurately
- ability to work to predetermined instructions
- ability to work as part of a team or alone as necessary
- reliability and punctuality
- ability to keep calm under pressure or during unexpected circumstances
- common sense and initiative
- ability to judge when a decision is not theirs to make
- effective oral and written communication skills
- ability to be firm but fair at all times.

Queen Mary's Grammar School is committed to safeguarding and promoting the welfare of children and young people and all applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Safeguarding and Safer Recruitment Policies can be found on our website.

THE MERCIAN TRUST