



Examination Invigilator

Meden School is looking to appoint a pool of exam invigilators working on a casual basis over the academic year. During exam periods the work could be a couple of hours in the morning and/or afternoon, you will be paid per hour at a rate of £8.87.

The work involves assisting staff in the setting up of examination venues, the invigilation of examinations, the collection of exam scripts and some basic administration work. Please see the attached job description for more information. Full training will be provided for all successful applicants.

What makes a good invigilator?

- accuracy and attention to detail
- flexible approach to work
- ability to communicate with candidates and staff
- ability to work as part of a team or alone
- reliability and punctuality
- ability to keep calm under pressure
- awareness of safeguarding

Experience of working with children or in a school environment is preferred but is not essential.



Job Description

Examination Invigilator

Main Purpose:

To ensure the fair and proper conduct of examinations in an environment that enables a student to perform at their best.

Specific Duties:

To support the Exams Officer with the day-to-day operation of examination venues. This activity may include:

- assisting with setting up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures
- closely following and enforcing exam procedures and regulations
- assisting candidates prior to the start of examination by directing them to their seats and advising them about possessions permitted in examination venues
- ensuring that candidates do not talk once inside examination venues
- invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with procedures
- recording details of late arrivals and early leavers and collecting scripts from early leavers
- escorting candidates from venues during the examination as required and supervising candidates whilst outside the examination venue
- escorting candidates on toilet breaks ensuring no unauthorised material is consulted and that examination regulations are observed at all times
- supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner
- completing a seating plan and attendance register
- supervising candidates over lunchtime

To assist the Examination Officer with other examination processes. This activity may include:

- assisting staff taking examination papers and stationery to and from examination venues
- sorting exam scripts into attendance register order
- sorting candidate cards into candidate number order
- packing up exam papers for dispatch
- taking exam parcels to reception for collection
- any other duties

Meden School | Burns Lane, Warsop, Mansfield, Nottingham NG20 0QN

Telephone: 01623 843517 | Email: office@medenschool.co.uk | Website: www.medenschool.co.uk

Executive Head Teacher: **Christopher James** BA (Hons), PGCE, NPQH | Head of School: **Emma Sims** BA (Hons), MA, PGCE, PGCTHE