

# Job Description

## Examinations Invigilator

**Salary:** as advertised

**Working Time:** As required for examinations

### Main duties and responsibilities

- To invigilate examinations as advised
- To arrive 30 minutes before the scheduled start of the examination session to be invigilated
- To assist in the setting up of examinations, issuing stationery, equipment and question papers
- To assist in the collection and collation of examination scripts
- To be familiar with the current examination regulations
- To act as readers/writers as required in examinations

### Designation of post and position within departmental structure

Responsible to the Examinations Officer

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Principal to carry out appropriate duties within the context of the job, skills and grade.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

*This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.*

Signed: .....

Date: .....

Candidates will be expected to complete an enhanced Disclosure Barring Service check.