



Brighter Futures Learning Partnership Trust

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Job Description

JOB TITLE: Exam Invigilator

BAND: 4 SCP 3

RESPONSIBLE TO: Exams Officer

Main Duties and responsibilities:

- Assist in supervising the entry of pupils into the examination room
- Hand out papers for the examination
- Complete appropriate paper administration for the examination
- Actively supervise the pupils during the examination
- Deal appropriately to issues arising during the examination
- Collect the papers at the conclusion of the examination
- Dismiss pupils from an examination in an orderly manner
- Ensure the examination papers are delivered to the examinations officer at the conclusion of the examination.
- Act as Reader/Scribe/Prompter for individual candidates with Access Arrangement Approval as required.

These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities.

This sets out the key elements of the post. Changes will only be made after consultation with the headteacher or his/her nominated representative.

The following are seen to be essential qualities of an invigilator:

- Accuracy and attention to detail
- A flexible approach to work
- Relate to candidates whilst maintaining authority
- Communicate to groups and individuals

- Work to instructions
- Ability to work as part of a team
- Reliability and punctuality
- Keep calm under pressure
- Common sense and initiative
- Effective oral and written communication skills
- Firm but fair at all times

These duties and responsibilities should be regarded as neither exhaustive nor exclusive, as the postholder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post, without changing the general character of the post. Dependant on need, you may be deployed across the Trust

How to Apply

Thank you for considering joining our trust. If you feel you are the person we are looking for, please complete a Brighter Futures Learning Partnership Trust application form (**CV's will not be accepted for this post**) and add a concise letter of no more than two sides of A4 addressing the following:

- why you are applying for this position
- how your experience to date will enable you to successfully take on the role.

Closing date for applications is – Ongoing

Interviews will be held – To be confirmed

***Please note that if you have not been contacted within 2 weeks of applying then you have not been shortlisted for interview.**

Good luck with your application.