

global academy

Job Title: **Exam invigilator**

Pay Scale: **£10 per hour**

Report to: **Exams Officer**

Hours: **Casual hours, as and when required for exam periods.**

What's it all about?

You'll support the efficient and effective running of the Academy exams.

What will you be doing?

- You'll assist in the setting up of examinations, for example, by setting our place cards, ensuring the exam rooms are properly set up.
- You'll actively and unobtrusively supervise students as they enter the exam room, throughout the exam and as they leave the exam room.
- You'll ensure students are correctly seated, have the correct exam paper and are registered according to the seating plan.
- You'll assist in all aspects of the conduct of the exams including distribution of exam papers, time keeping, making announcements, dealing with latecomers, supervising students who leave the room in accordance with exam regulations and responding to students queries.
- You'll assist with the supervision of students as they leave the exam room and in the vicinity of the exam room, collect scripts in attendance register order, check desks, retrieve equipment.
- You'll be responsible for collecting in exam papers and ensuring they are delivered to the Exams Officer.
- You'll assist with the supervision and support to students with access arrangements and in compliance with exam board regulations.

What we expect from you:

- You'll have great attention to details.
- You'll have high quality interpersonal skills.
- You'll have the ability to communicate clearly and effectively, both orally and in written form.
- Relevant experience is desirable but not essential as full training will be given.
- You'll have an authoritative manner.
- You'll have the ability to remain calm under pressure and to deal with the unexpected.
- You'll be able to think on your feet and deal with situations as they arise.
- You'll be confident and able to communicate well with young people.

The Academy is committed to safeguarding and promoting the welfare of the children and young people in the Academy and expects all staff to share this commitment. The position is subject to an enhanced DBS disclosure. All staff at the Global Academy are expected to abide by the staff code.