

JOB DESCRIPTION

Department: Support Staff	Section: Administration - Examination
Job Title: Exam Invigilator	Scale: SS 11-17 (pt. 12)
Terms of employment: Casual	Hours: On a casual basis – as and when required by The School

JOB PURPOSE

This post offers an excellent opportunity for professional people to supervise students sitting GCSE and A Level exams. Examination sessions take place in the mornings and afternoons so some flexibility will be expected. Full training will be provided to successful candidates.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

Reports to Examinations Officer

MAIN DUTIES AND RESPONSIBILITIES

- Maintain a high level of confidentiality
- Follow instructions concerned with handing out and collection of exam scripts
- Maintain a high level of vigilance

The successful candidate will have to meet the person specification in order to be offered the post and will be subject to an Enhanced DBS check.

The safety and welfare of children and young people and other vulnerable groups is paramount to The Duston School and we are fully committed to the rigorous implementation of Criminal Records Bureau and Independent Safeguarding Authority procedures and arrangements.

The school is also committed to preventing discrimination or any other unfair treatment against employees, potential employees or volunteers on the grounds of offending behaviour that does not create a risk to children or vulnerable adults, in accordance with the CRB code of practice.

The Duston School is committed to safeguarding all children and young people. Safeguarding and Child Protection are a high priority for all employees at The Duston School.