

## **EXAMINATION INVIGILATOR**

**Hourly pay of £10.01 (plus holiday pay £1.21 per hour)**

### **Are you looking for a part-time job with flexible hours?**

Carlton Keighley is looking to add to our bank of Examination Invigilators. You will work as part of a team of invigilators who will ensure exams are carried out according to the JCQ regulations.

The main exam season is in May/June, there is a small exam season in January. School internal exams take place in November, March and June, you will be required to supervise these exams. Other exams take place throughout the year. You will need to be available during the examination periods in November, January, March, May and June, on days agreed in advance. You will also be required to attend an annual training session.

### **Duties include:-**

- 1) Assisting in the setting up of the examination room.
- 2) Helping in the opening and distribution of question papers and other authorised materials to candidates.
- 3) Supervising the orderly entry of students into the exam room and ensuring that they are correctly identified and seated according to the seating plan.
- 4) Dealing with late comers and candidates not on the candidate list.
- 5) Starting examinations according to the regulations and ensuring that the examination regulations are observed throughout the exam.
- 6) Maintaining active invigilation throughout the examination to ensure that no cheating occurs.
- 7) Taking responsibility for a group of candidates when in the exam room.
- 8) Ending exams in accordance with the regulations.
- 9) Collecting exam scripts and arranging in candidate number order.
- 10) Returning all exam scripts, unused papers, registers and other materials to the Exams Office immediately after the end of the exam.
- 11) Maintaining security and confidentiality.
- 12) Assisting in other activities as may be required by the centre from time to time.
- 13) Assisting with on-line testing, where some ICT experience would be essential.

### **Skills required:-**

Organisation, reliability, punctuality, responsibility, use of initiative and strong communication skills.

If you are interested please see the vacancies section of our website and complete the application form which should be returned to Anita Riedel, Recruitment Manager at [recruitment@catrust.uk](mailto:recruitment@catrust.uk)

You can also contact Sue Webb, Examinations Officer, for an informal discussion about the role on 01535 210333.

***Successful applicants will be required to undertake a Disclosure and Barring Service (DBS) check. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***