



Magna Academy Poole

an Aspirations Academy

Job Description:

Exam Invigilator

Main duties:

- Creating the best environment for candidates to achieve their full potential during their exams.
- Collecting and distributing exam papers etc.
- Ensuring candidates are seated in the right seat
- Ensuring candidates have the right materials and information they need
- Ensuring candidates abide by the regulations laid down by the Joint Council for Qualifications, any breaches of exam rules/policies are reported etc.

Person Specification:

Exam Invigilator

Criteria:

- Accuracy and attention to detail
- Flexible approach to work
- Ability to relate to candidates and members of staff clearly and accurately
- Ability to work to predetermined instructions
- Ability to work as part of a team or alone as necessary
- Reliability and punctuality
- Ability to keep calm under pressure or during unexpected circumstances
- Common sense and initiative
- Ability to judge when a decision is not theirs to make
- Effective oral and written communication skills
- Ability to be firm but fair at all times
- Have regard for the need to safeguard students wellbeing in accordance with statutory provisions