Lewisham Education

SYDENHAM SCHOOL
Dartmouth Road
London SE26 4RD

JOB DESCRIPTION

Title: **Examinations Invigilator** **Grade: Scale 4 (pt 8)**

School: **Sydenham School** **Section: Administration**

Reports to: **Examinations Officer**

PURPOSE OF JOB:

To prepare and invigilate examinations at Sydenham School during the examinations period as advertised.

MAIN ACTIVITIES AND RESPONSIBILITIES

- Setting out exam papers and materials in the examination rooms before exams
- Admitting students to the exam room in a quiet and orderly manner
- Invigilating and conducting the exams according to the Joint Exam Boards Regulations
- Registering present candidates on official forms
- Collecting and checking scripts at the end of the exams and preparing for posting
- Preparing materials for the following exams session
- Any other duties as may be required, commensurate with the competence and grade of the post holder.

EQUALITIES

Ensure implementation and promotion in employment and service delivery of the Council's equal opportunities policies and statutory responsibilities.

SELECTION CRITERIA (Skills, knowledge, experience etc. required):

1. An interest in working in a school environment
2. The ability to relate well to young people
3. Experience of working within closely defined parameters and following instructions
4. A methodical approach to organising and administering own workload
5. Experience of working within a team and on own initiative.
6. High attention to detail
7. Previous invigilation experience would be an advantage but not essential.