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**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