

“Our vision is to be an outstanding learning community where every individual is enabled to achieve their true potential.”

Michael del Río, Principal



**ARCHBISHOP
LANFRANC**
A COLOMA ACADEMY

LEARNING CHANGES LIVES

JOB DESCRIPTION

Job Title:	Exam Invigilator
Responsible To:	Exam Officer
Hours:	Term Time Only as and when required
Purpose of the Post:	The Exam Invigilator will help assist the Exam Officer to ensure the exam hall runs according to exam board regulations whilst exams are taking place.

Key Areas of Responsibility:

1. Assist the Exam Officer to:
 - a. Ensure that the students enter and exit the exam hall in the prescribed manner.
 - b. Ensure that the exam hall runs according to the exam board regulations.
 - c. Collect the exam papers at the end of the exam.
2. Be present in the exam hall in accordance with the timetable for the examinations.
3. Follow the exam board guidelines and regulations at all times.
4. Maintain an appropriate awareness of and work effectively within the policy and procedures.
5. Operate safely within the workplace.
6. Act in a professional manner at all times and maintain confidentiality of information.
7. Attend school exam meetings as required.
8. Any other duties as required.

PERSON SPECIFICATION

Knowledge and understanding:

- Good standard of general education.
- Ability to communicate effectively.
- Well-organised approach to work.
- Able to meet deadlines and targets.
- Reliability and punctuality.
- Accuracy and attention to detail.
- A flexible approach to work.
- Ability to work to predetermined instructions.
- Ability to work alone or as part of a team.
- Ability to keep calm under pressure.
- Common sense.
- Ability to judge when a decision is not yours to make.
- Ability to be firm and fair at all times.

Qualifications and Experience:

- Experience would be preferred but full training can be given if necessary

Personal qualities

- Integrity.
- Confidentiality.
- Calm and patient manner.

LEARNING CHANGES LIVES

Principal: Mr M. del Río

Executive Principal: Mr A. Crofts Chief Executive: Mrs M. Martin

Mitcham Road, Croydon CR9 3AS T: 020 8689 1255 www.lanfranc.org.uk