



Exam Invigilator – An Overview

We are looking for enthusiastic and flexible individuals who will be available throughout the academic year, to join our team of Exam Invigilators.

Our ideal candidate will have excellent organisational and interpersonal skills, have a pro-active approach and the ability to work independently, as well as the ability to relate well to staff and students. This is a fantastic opportunity to develop your skills within a friendly team.

What you will do:

- To check attendance during examinations
- To escort candidates from venues during the examinations as required, and supervising candidates whilst outside examination venues.
- Assist the Examinations Officer with the distribution and collation of examination papers before and after the examination.
- To ensure that the examination room is clear and tidied for the next session.
- To ensure that any minor behaviour issues are dealt with in line with the school policy, and Examination Code of Conduct, and are reported to the supervising teacher/Examinations Officer.

The successful candidates will have:

- An understanding of examination processes
- Accuracy and attention to detail
- Ability to relate to academic staff and students
- Ability to work well as part of a team

If you are interested in applying or would like more information regarding this role, please contact abushell@nailseaschool.com



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