GORDONSTOUN

Broader experiences, broader minds.

INVIGILATOR (bank role available)

Reports to: Exams and Data Manager

Job Purpose: To invigilate internal and external exams. To support the Exams Officer in the administration and delivery of exam sequences. To lead other invigilation staff.

Grade and working hours: 2BN, hours as required indicatively 15 hours per week

Responsibilities of all members of staff:

- Comply with Gordonstoun's policies and procedures on Child Protection and Health and Safety.
- Contribute in a positive way to the ethos of the school in line with Gordonstoun's values: Safe; Positive; Improving.
- Carry out any other task as required from time to time in order to support the School.

Major responsibilities of the role

To ensure that examinations are conducted according to the regulations to:

- ensure all candidates have an equal opportunity to demonstrate their abilities
- ensure the security of the examination materials before, during and after the examination
- prevent possible candidate malpractice
- prevent possible administrative failures
- support other invigilation staff
- support the Exams Officer in delivery of the sequence

PERSON SPECIFICATION:

Attributes	Essential	Desirable	Assessment Method
Education and qualifications	• A good level of general education		Application form Sight of qualifications at interview
Knowledge	• Adaptability, flexibility and a sense of humour		Application form Interview
Skills and experience	• Excellent IT skills • Excellent communication and interpersonal skills.	• previous invigilation experience • awareness and understanding of JCQ regulations • previous administrative experience	Application form References Interview Task
Personal skills and qualities	• Conscientious and diligent, with excellent attention to detail. • Enthusiastic, diplomatic and calm under pressure. • A proven track record of strong working relationships with students and colleagues • A positive and proactive attitude to manage a high volume of work. • Flexible, with a can-do attitude. • Someone who creates a positive and cooperative working environment. • A commitment to Gordonstoun's unique educational ethos. • A commitment to doing the best for students from diverse cultural backgrounds.		Interview Task
Child protection	• Suitable to work with children • A full PVG check will be completed on the successful candidate	• Experience of working with children and young people	References PVG check