

HENDON SCHOOL



Job Description

Post: GCSE Gujarat Oral Examiner

Accountable to: Exams Officer

Pay: £25/student

Hours: Adhoc

Job Purpose: To conduct GCSE Gujarat speaking exam for our internal and external candidates.

Responsibilities

- To mark accurately and consistently to ensure overall standards are maintained
- To submit samples to the Exams Officer at designated times
- To ensure JCQ Regulations for conducting the GCSE speaking exams are adhered to
- To ensure all administration is completed as specified by the awarding body

Person Specification

Essential	Assessed by	Desirable	Assessed by
• Excellent working relationship with staff and external organisations	A/I/R		A
• Fluent in Gujarat	A/I/R		A
• Knowledge of JCQ regulations for conducting oral exams	A/T/R		
• High level of numeracy, attention to detail and able to prioritise jobs well.	A/T/R		
• A high level of professionalism, confidentiality and attendance to data security.	A/I/R		
• Commitment to supporting the School's vision and values and its Equal Opportunities Policy.	A/I		