

HENDON SCHOOL



Job Description

Post: GCSE Polish Oral Examiner

Accountable to: Exams Officer

Pay: £25/student

Hours: Adhoc

Job Purpose: To conduct GCSE Polish 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
<ul style="list-style-type: none"> • Excellent working relationship with staff and external organisations 	A/I/R		A
<ul style="list-style-type: none"> • Fluent in Polish 	A/I/R		A
<ul style="list-style-type: none"> • Knowledge of JCQ regulations for conducting oral exams 	A/T/R		
<ul style="list-style-type: none"> • High level of numeracy, attention to detail and able to prioritise jobs well. 	A/T/R		

<ul style="list-style-type: none">• A high level of professionalism, confidentiality and attendance to data security.	A/R		
<ul style="list-style-type: none">• Commitment to supporting the School's vision and values and its Equal Opportunities Policy.	A/I		