



JOB DESCRIPTION

SENIOR INVIGILATOR

GIRLS' DIVISION

MAIN PURPOSE OF JOB:

To lead the team of invigilators in conducting internal and external examinations for students, ensuring that all regulatory requirements and school policy and procedures for the conduct of examinations are strictly adhered to and met at all times.

MAIN DUTIES:

- To support the Academic and Exams Administrator in ensuring that the examination room meets exam board requirements by checking, prior to the arrival of the candidates, that:
 - there are enough invigilators present.
 - heating, lighting, ventilation and levels of extraneous noise are acceptable.
 - no display materials that might be helpful to candidates are visible.
 - the centre number and a reliable clock of readable size are visible to each candidate.
 - the required JCQ posters are displayed outside the examination room.
 - the seating arrangements prevent candidates, intentionally or otherwise, from overseeing the work of others.
- To check each candidates' approved access arrangements, with the paperwork provided by the Academic and Exams Administrator, and to ensure that:
 - all relevant approved Access Arrangements are available for each candidate.
 - the staff facilitating the arrangements follow JCQ regulations at all times.
- To liaise with the school Learning Support Department for advice regarding students' needs as appropriate ensuring no arrangements are given to any candidate that have not been previously approved.
- To ensure that a signed record is kept of the seating and invigilation arrangements for any examination session that you participate in.
- To ensure correct identification of all candidates.
- To take all reasonable steps to ensure that:
 - the official examination stationery is issued to candidates and that no other stationery, including paper for rough work, is provided.
 - candidates take into the examination room only those articles, instruments or materials which are expressly permitted.
 - candidates have all the necessary material to enable them to complete the examination.
- To ensure late candidates are briefed, seated and allowed to partake in the exam with minimum fuss.
- To issue the papers to candidates, following the instructions and seating plans provided.
- To give clear instructions to candidates about the conduct of the examination to ensure that they fully understand what they are required to do.

- To supervise the candidates throughout the whole time the examination is in progress, and give complete attention at all times to this duty.
- To complete the Attendance Register during the examination, in accordance with the instructions of the Awarding Body.
- To know the actions to be taken in the event of an emergency such as a fire alarm.
- At the end of the examination, to collect all scripts and ensure that candidates have used their correct centre number, candidate number and legal name and that no scripts are missing.
- After collation, to ensure the scripts are never left unattended and are handed to the person responsible for despatching the scripts to Examiners.
- To oversee the printing of examination scripts completed on laptops.
- To collect all unused stationery in the examination room and return it to the Academic and Exams Administrator.
- To assist the Academic and Exams Administrator in collation of coursework/controlled assessment and/or examination scripts for despatch to examination boards.
- To ensure that the room is left in a tidy condition.
- To understand and comply with the School's Equality Policy.
- Comply with and promote the Foundation's Health and Safety Policies and Procedures and maintain a safe environment for pupils, staff and visitors ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.
- To be familiar with relevant policies and procedures and to take responsibility for promoting and safeguarding the welfare of the children and young people in School.
- Carry out any other reasonable duties as may be required from time to time within the context of the post.



PERSON SPECIFICATION

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EDUCATION/TRAINING/QUALIFICATIONS	ESSENTIAL/ DESIRABLE	EVIDENCE Application Form, Interview, Reference
5 GCSE at grade C or above including Mathematics and English (or equivalent level 2 qualifications)	D	Application Form
KNOWLEDGE/EXPERIENCE	ESSENTIAL/ DESIRABLE	EVIDENCE
Experience of supervising staff and groups of pupils	D	Application Form / Interview
Ability to cooperate and collaborate with school staff	E	Application Form / Interview
Ability to follow written procedures to carry out tasks	E	Application Form / Interview
Awareness of data protection issues	E	Application Form / Interview
PERSONAL SKILLS AND ATTRIBUTES	ESSENTIAL/ DESIRABLE	EVIDENCE
Meticulous attention to detail	E	Application Form / Interview
High level of customer care awareness	E	Interview
High level of security/confidentiality awareness	E	Interview
Flexibility over working hours	E	Interview
Caring and kind especially in relation to children	E	Interview



TERMS AND CONDITIONS

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SALARY
The rate of pay for this position will be £9.81 per hour.
HOURS OF WORK
To be worked on a casual basis, as and when required by the Academic and Exams Administrator. Times of work will vary and will be during examination periods currently mid-October, January, May and June.
HOLIDAY
You will be entitled to receive pro-rata holiday pay of 5.6 weeks per annum. At the end of each month the School will pay you in lieu of any accrued but untaken holiday for the month. Holiday pay will be subject to the normal deductions.
LINE MANAGEMENT
Academic and Exams Administrator.

All offers of casual work will be made subject to the successful applicant providing the original qualification certificates, relevant to the position and as outlined in their application form. Identification documents will also be required including passport or picture driving licence, birth certificate, marriage certificate where applicable, current pay slip and evidence of address e.g. utilities bill, bank statement. Eligibility to work in the UK will be checked.

After entering in to the agreement for casual work the successful candidate will be required to complete a medical declaration, a check of the Children's Barred List will be done and an Enhanced Criminal Records Check will be carried out through the Disclosure and Barring Service. The School will seek two references prior to the interview.