



Job title Examinations Invigilator
Hourly rate £11.59 (plus 5.66 weeks holiday pay per year)

Safeguarding children, young people and vulnerable adults

Hardenhuish School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Purpose

Exam invigilation.

Responsible to

Maggie Kyprianides Examinations Coordinator and Andrea Gould, Business Manager who has overall responsibility for all school support staff.

Responsible for

To ensure fair conduct of all exams, making sure that exam regulations are adhered to and that candidates are able to achieve their full potential by completing their examinations.

Contacts

Maggie Kyprianides Examinations Coordinator Fiona Ernest, Examinations Administrator

Key Tasks

- To set out the individual candidate labels, according to the seating plan and hand out question papers, answer booklets and other essential equipment, to ensure a prompt start.
- To ensure that candidates enter the exam room in an orderly fashion, in accordance with regulations and to minimise delays to the start of exams. Also, to assist candidates in finding their correct seats and papers.
- If necessary, to issue the instructions to candidates at the beginning of the exam (e.g. regarding exam duration, any erratum notices, reminders of regulations etc.) and start off the exam, ensuring that all candidates are aware of the rules and their responsibilities.
- Once the exam has started, to patrol the room and ensure that no rules are broken (such as communication, illegal equipment etc.) and that candidates have all they need. To hand out additional paper, stationery, treasury tags etc. To report any major problems to the Examinations Officer or other designated person.
- To escort candidates from the exam room if necessary (due to illness, for supervised breaks or lunches, toilet breaks etc.). thus, ensuring that no rules are compromised, whilst looking after the welfare of candidates.
- At the end of the exam, to ensure that candidates have completed the front of their booklets, collect papers and spare equipment and to make sure that exam regulations are still obeyed.
- To help dismiss candidates from the exam room in an orderly manner.
- After candidates have gone, to check that tables are tidy and still the correct distance apart, ready for the next exam.
- To organise completed exam papers into the correct order.

Disclosure and Barring Service

The nature of the work requires that the postholder has undergone checks by the Disclosure and Barring Service and has enhanced clearance.

Equal Opportunities

All employees have a responsibility to understand and abide by the obligations laid down in the school's equal opportunities policies.

Health and Safety

All employees have responsibility for their own health and safety and for that of others who may be affected by their acts, or omissions. Staff are required to adhere to all health and safety regulations, guidance and procedures at all times.

Data Protection

All employees of the School are expected to conform to Data Protection legislation and only divulge confidential information of any sort, in relation to the School's business, to authorised third parties, in accordance with the current pertaining Data Protection Policy, Freedom of Information Policy and Security of Information Policy, all of which are available on the School's website and will be issued to you in September. All staff are required to read these policies annually and to adhere to them.

Person Specification

Qualifications	Essential	Desirable
At least 5 GCSEs or equivalent at C grade or above to include English and Maths	•	
Experience	Essential	Desirable
Experience in at least one primary or secondary school		•
Personal Qualities	Essential	Desirable
Physical stamina (as role requires postholder to stand for several hours throughout the duration of each exam)	•	
Be punctual and reliable with regard to time-keeping	•	
Clear understanding of and respect for confidentiality	•	
Enjoy working with young people	•	
Smart appearance	•	
Enjoy working within education	•	
Ability to work under pressure, prioritise and meet deadlines	•	
To work on own initiative as well as part of a team	•	
A friendly disposition and good sense of humour	•	
Good communication skills	•	
Flexible and open minded	•	