

SIR FREDERIC OSBORN SCHOOL – JOB DESCRIPTION

EXAMINATIONS INVIGILATOR



Job Title:	Examinations Invigilator
Rate:	£10.00 per hour
Hours:	Variable hours on a casual basis with the majority of work being offered in December, January, April, May and June of each year
Responsible to:	Headteacher through Examinations Officer

Summary of Post

Responsible for maintaining the security of the examination question papers at all times and conducting the examinations in accordance with examination board and Joint Council of Qualifications (JCQ) regulations.

Responsibilities of an Examinations Invigilator

- To arrive at school well in advance of the examination start time as requested by the Exam Office. Start times are usually 8.30am for morning sessions and 1.30pm for afternoon sessions - please do not apply if these times are not suitable.
- To set up and prepare examination rooms.
- To ensure all candidates receive appropriate examination question papers and answer papers in accordance with the examination board requirements.
- To be aware of any needs that candidates may have during an examination.
- To ensure candidates follow the examination regulations as laid out in the JCQ guidelines.
- To check and record candidate attendance during examinations.
- To verify examination seating plans.
- To ensure no inappropriate items are brought into the examination room, eg mobile phones, revision notes or other paperwork unless told otherwise.
- To ensure there is no talking or disruption for the candidates once inside the examination room.
- To invigilate the examinations, deal with any query raised by candidates and deal with any examination irregularity in accordance with the JCQ examination guidelines.
- To record details of late arrivals or any other incident which may arise during an examination.
- To collect and collate answer papers in candidate number order at the end of the examination.
- To maintain the security and confidentiality of the examination.
- To assist in other activities as may reasonably be required by the Examinations Officer.
- All exam invigilators will be required to undertake full training for this position and annual refresher training.

Person specification

- Experience of undertaking tasks in a responsible and organised manner
- Basic administrative experience
- GCSE or equivalent in Maths and English or work related evidence of competence in these subjects
- Good organisational skills
- Good numeracy and literacy skills
- Ability to work effectively and supportively as a member of the school team
- Ability to act on own initiative, dealing with any unexpected problems that may arise
- Ability to demonstrate a flexible approach and willingness to adapt to change
- Be reliable and punctual
- Have a polite, friendly and flexible approach to work
- Be able to follow instructions
- Be able to keep calm and maintain an air of authority

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- Willingness to maintain confidentiality on all school issues
- Be available to work throughout the year, particularly December/January, April, May and June
- Previous experience of working in a school environment, invigilating/supervising examinations and working with young people would be advantageous

Additional information

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure Barring Service as part of Hertfordshire County Council's pre-employment checks.

This is a key role within the school which is likely to involve access to highly confidential information.

This job description sets out the duties of the post at the time it is drawn up; it will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. The Headteacher may vary the duties from time to time without changing their general character or the level of responsibility entailed.

Signed (member of staff)	Signed (Headteacher)
Date	Date