

## Examinations Invigilator - Part-Time, Term Time Only Casual Contract

Whitgift is a leading independent day and boarding school for boys, with approximately 1500 pupils including over one hundred boarding pupils and flexi boarding pupils. It is set in an attractive 48-acre parkland site in South Croydon enjoying excellent links to London, Surrey and the south coast.

### OUTLINE OF POST:

Examination invigilators report to the Examinations Manager and work as part of a team of invigilators, made up of both external invigilators and Whitgift teaching staff.

Work opportunities will vary according to need during Public Examinations (normally mid-April – end of June) and internal examinations (usually January, February and November). There may also be ad hoc opportunities for work throughout the academic year. We would expect invigilators to be able to work between the hours of 8.30 am and 5.00 pm. Training will be provided at Whitgift before invigilation work can be undertaken.

### MAIN DUTIES AND RESPONSIBILITIES:

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), Awarding Body and Whitgift School instructions.
- To play a key role in upholding the integrity of the examination process

#### Before exams

- To keep exam papers and materials secure before, during and after exams
- To ensure exam rooms are set out according to the instructions
- To admit candidates into exam rooms
- To identify, seat, and instruct candidates in the conduct of their exams
- To distribute the correct exam papers and materials to candidates
- To deal with candidate queries

#### During exams

- To supervise candidates at all times and be vigilant throughout exams
- To keep disruption in exam rooms to a minimum
- To deal with emergencies or irregularities effectively
- To assist with the provision and monitoring of Access Arrangements
- To record/report any disruption or irregularities
- To complete attendance registers
- To deal with candidate queries

#### After exams

- To collect exam scripts
- To assist in the printing of laptop scripts
- To dismiss candidates from the exam room
- To check candidates' names on scripts match the details on the attendance register
- To securely return all exam scripts and exam materials to the Exams Manager

### **Other**

- To attend Invigilation training, refresher or review sessions as required
- To complete Whitgift Annual Staff Training
- To undertake, where required and where able, other duties requested by the Exams Manager, for example
  - facilitating specific access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
  - exams-related administrative tasks

### **PERSONAL RESPONSIBILITIES**

To carry out the duties and responsibilities of the post, in accordance with the School's Health and Safety Policy and relevant Health and Safety Legislation.

The Whitgift Foundation is committed to safeguarding and promoting the welfare of young and elderly people in their care and expects all staff and volunteers to share this commitment.

### **PERFORMANCE STANDARDS**

To ensure that all services within the areas of responsibility are provided in accordance with the School's commitment to high quality service provision.

This job description will be reviewed annually 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.

### **PERSON SPECIFICATION:**

#### **Qualifications and Experience**

- Minimum GCSE Maths and English (or equivalent)
- Previous experience of exam invigilation
- Previous experience of working in a school or educational establishment would be an advantage
- Previous experience of working with young people would be an advantage

#### **Skills and Abilities**

- Effective verbal communication skills and good command of English
- Ability to absorb and retain important exam-related regulations
- Good organisational skills
- A good eye for detail
- Good interpersonal skills and the ability to interact well with staff and students

#### **Character and Personal Qualities**

An ideal candidate will:

- be flexible
- have a calm demeanour, particularly under pressure or in an emergency situation
- be a confident and reassuring presence in the exam room
- be able to react quickly and effectively in varied scenarios

- be professional in their dealings with both staff and students
- be trustworthy and honest
- understand the need to keep confidential all information regarding both students and staff
- understand and support the concept of exam integrity
- have a positive outlook
- be happy to both work in a team, reporting a senior member of staff, and also be able to work unsupervised and take responsibility for an exam venue on their own

### **Other important information**

- Candidates will need to be flexible in their working hours so that the large and varied timetable of examinations at Whitgift can be covered.
- In accordance with Joint Qualification Council regulations, applicants will be asked to declare whether they have invigilated previously and whether they have any current maladministration or malpractice sanctions applied to them.

### **FURTHER INFORMATION**

#### **STAFF BENEFITS**

All of our staff benefit from a competitive remuneration package, including:

- Holiday pay will be applied accordingly.
- Onsite parking, where available
- Lunch is provided onsite during term time.

Please note Casual Contracts are not eligible for the School Fee Discount.

#### **CONDITIONS OF SERVICE**

This position is offered as a casual contract. The main public examination period in the Trinity Term is from April to the end of June annually. There will also be opportunities to work during internal examinations in January, February and November. There is a requirement for flexibility to meet the staffing needs of a busy examination schedule. You will also be required to attend annual safeguarding and invigilator training.

The Examination Invigilator will work variable hours across five days per week from Monday to Friday, normally during term time only. The shifts will be morning and/or afternoons (minimum of 1.5 hours) and are likely to be between 8.30 am and 5.00 pm with at least a 30-minute unpaid lunch break. The shifts are variable according to the examinations taking place. A schedule will be provided in advance once your availability has been confirmed.

The rate of pay will be £13.99 gross pay per hour, payable on completion of an authorised timesheet for the hours worked and will be paid on the normal payday (24<sup>th</sup> of the month or the nearest working day prior to this date if the 24<sup>th</sup> falls on a Saturday, Sunday or Bank Holiday).

In line with Home Office requirements under the Immigration, Asylum and Nationality Act 2006, all successful applicants will be required to demonstrate their right to work in the UK by presenting original documents evidencing their identity and eligibility to work in person. Right to work checks may also be completed using the Home Office online right to work checking service (share code).

The School also requires sight of original qualification and professional membership documents as detailed in the application.

*Whitgift School (part of the John Whitgift Foundation) is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment. Where applicable, applicants must be willing to undergo child protection screening including checks with past employers and the Disclosure and Barring Service and online media checks. It is an offence to apply for a role at the school if you know that you are barred from regulated activity with children.*

*All roles within the school involve contact with children and are therefore classed as regulated activity. Child protection and safeguarding are the responsibility of everyone who works or volunteers in our school. All staff must be committed to providing a safe environment for children and supporting the school's safeguarding ethos.*

*The post is exempt from the Rehabilitation of Offenders Act 1974. Applicants are required to declare all convictions and cautions, even those that are "spent" unless they are "protected" under the DBS filtering rules, to assess suitability to work with children. Shortlisted candidates will be asked to disclose information relevant to safeguarding prior to interview.*

March 2026