

Exams Invigilator at St Birinus School

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| Job Title: | Exams Invigilator |
| Job Purpose: | To conduct external and internal exams in accordance with the Joint Council for Qualifications (JCQ), awarding body and St Birinus School regulations and instructions |
| Responsible to: | Exams Manager |
| Responsible for: | Students in your charge |
| Hours: | Variable number of sessions per week during exam seasons by negotiation, plus ad-hoc sessions throughout the year |
| Pay Rate: | Grade 4, Scale 5: £13.26 per hour (£14.86 including holiday pay) on casual basis, paid one month in arrears |

JOB DESCRIPTION

Overview

To conduct exams in accordance with the JCQ, awarding body and St Birinus School regulations and instructions.

To have a key role in upholding the integrity and security of the examination/assessment process.

Main duties

Before start of exams

- Report to and be briefed by the Exams Manager prior to each exam session
- Keep confidential exams papers and materials secure before, during and after exams
- Ensure exam rooms are set out according to requirements
- Admit candidates into exam rooms under formal conditions
- Identify, seat and instruct candidates in the conduct of their exams
- Distribute exam papers and materials to candidates
- Deal with candidate queries

During exams

- Supervise and observe candidates and be vigilant throughout exams
- Keep disruption to a minimum
- Deal with emergencies or irregularities effectively
- Record/report any irregularities
- Complete attendance registers
- Deal with candidate queries

After exams

- Instruct candidates in finishing their exams and collect exam scripts and materials
- Dismiss candidates from the exam room
- Return exam scripts and other confidential materials to the Exams Manager
- Count and check scripts against attendance registers ready for despatch to exam boards, or sort into class teachers for return for internal marking
- Replenish stock required in room boxes ready for the next exam

Other

- Attend mandatory training, refresher or review sessions as required
- Be responsible and committed to the safeguarding of students
- Undertake, where required and able, other duties requested by the Exams Manager, for example
 - Supervision of clash candidates between exam periods
 - Providing support for candidates with access arrangements e.g. as a reader and/or scribe (full training will be provided)
 - Exams-related administrative tasks
 - Work at other exams centres within the Ridgeway Education Trust as required

This job description is not exhaustive, and the post holder will be required to undertake any other reasonable requests from the Headteacher.

PERSON SPECIFICATION

| Essential | Desirable |
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| <ul style="list-style-type: none">• A strong desire to help children succeed• Strong interpersonal and communication skills• Willingness to learn and train on the job• Flexibility and adaptability• Ability to remain calm under pressure• Ability to follow strict awarding body rules | <ul style="list-style-type: none">• Experience working with children, in a school or an examination environment• Proficiency in use of technology to support online or word-processed exams• GCSE or equivalent qualification in English and Maths |

Ridgeway Education Trust is committed to safeguarding, equality and promoting the welfare of children and expects staff working in all its schools to share this commitment. The successful applicant will be subject to satisfactory enhanced DBS, references and pre-employment safeguarding checks. All Leadership roles will require a Section 128 check. The possession of a criminal record will not necessarily prevent an applicant from obtaining a post. All cases are considered confidentially and according to the nature of the role and information disclosed.

To view our Safeguarding policy, please visit our website: <http://www.st-birinus-school.org.uk/1852/sbs-policies>. Please be aware that you will be required to bring your original degree certificate, proof of residence and photographic ID, as applicable, to interview and online searches may be made for shortlisted candidates, as part of due diligence checks.

St Birinus School is a Family Friendly School, committed to supporting our staff so that they can carve out a professional and personal life that is fulfilling and balanced.

Our [RET Staff Charter](#) summarises the commitment we make to all staff who join and work at Ridgeway Education Trust.

We are committed to expressing our values of high quality learning, respectful relationships and an inclusive environment in the day to day experience of staff and students throughout the school.

St Birinus School is an equal opportunities employer.