



GOSFORD HILL SCHOOL

JOB DESCRIPTION

Post Title:	Invigilator
Line Managed by:	Examinations Officer
Start Date:	
Hours:	Casual Agreement Flexible hours
Salary:	Grade 5 (Point 6)

JOB PURPOSE

To ensure the smooth running of internal and external exams; giving candidates the best possible opportunity to be successful whilst complying with the guidelines set down by the Joint Council for Qualifications (JCQ)

MAIN DUTIES

- Help to organise students at the start and end of each exam. Invigilators ensure that students enter the exam room under exam conditions
- Provide the correct information and materials for successful completion of the exam
- Prominently display the start and finish times for each examination within the exam room
- Ensure that exam is conducted within the guidelines set down by the JCQ
- If invigilators suspect malpractice is taking place they should refer the matter immediately to the Examinations Team
- If there is a disturbance to the exam, the invigilators should contact the Exam Officer immediately for guidance who will deal with the situation. Invigilator should take a note of the time the disturbance started and the time it finished so that a report can be submitted to the exam board.
- It is important to be vigilant and keep disruption of candidates to a minimum, particularly when dealing with requests for additional paper, toilet breaks etc. it is the invigilator's responsibility to ensure students are escorted during toilet breaks
- At the end of the examination ensure that answer booklets are completed correctly, and all additional booklets are securely attached
- Exam scripts need to be collected in order, by candidate number
- Invigilators need to report 30 minutes before the start of each exam (e.g. 8:30 for 9:00 exam, 13:00 for 13:30 exam)
- Invigilators should be familiar with the document 'Instructions for Conducting Examinations', which will be supplied
- It should be noted that public examinations are subject to JCQ scrutiny, inspections are never announced and can happen at any time. Inspectors carry out a rigorous and thorough analysis of all procedures and for this reason it is very important that we abide by all examination regulations



Mental Health and Wellbeing:

- To carry out safeguarding duties and promote children's wellbeing in accordance with school guidelines
- To work with the Senior Leadership Team (SLT) in setting a culture within the school that supports the mental health and wellbeing of all members of the community as described in the school's Mental Health and Wellbeing Policy.
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support

General Duties

- Attending training for Invigilators as appropriate
- To seek to develop the values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs within the school community
- To contribute fully to the school's safeguarding policy and procedures and attend regular safeguarding training

Notes:

- While every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

Gosford Hill School and the River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.

Health and safety responsibilities:

It is the responsibility of every employee to co-operate with their employer to ensure the effective discharge of health and safety responsibilities. As an employee you are expected to:

- To be part of and promote a positive and pro-active health and safety culture;
- Undertake necessary health and safety training;
- Ensure you are familiar and comply with the School's health and safety policies and procedures;
- Ensure risk assessments in accordance with School procedures are undertaken to reduce risks to a level that is as low as is reasonably practicable. This must consider hazards to both employees, clients and others who use our services;
- Follow all appropriate safety instructions and use safety equipment provided;
- Ensure your work is carried out with due regard for the health and safety of yourself and others (employees, service users, carers, public etc.);
- Support your line manager in the delivery of good health and safety practice and the minimising of risks;
- Ensure you draw to managers attention health and safety problems or deficiencies in the workplace; and
- Ensure safety events (accidents, incidents and near misses) are reported with a view to preventing a recurrence.



Last updated: October 2022

Signed :

Date ;

The performance of all the duties and responsibilities shown overleaf will be under the reasonable direction of the Headteacher; and the Headteacher or other Senior Leader if appropriate, will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duress of the post.

This job description will be reviewed bi-annually and any changes will be subject to consultation