



JOB DESCRIPTION	
Job Title	Casual Exams Invigilator (Examinations Department)
Reports To	Lead Invigilator / Exams Officer
Contract Type	Casual – Fixed Term
Role	Non-Teaching
Working Pattern (Hours)	During the main exam periods (April, May and June) & other ad-hoc period during the year (Jan, Feb & Nov). All by negotiation.
Working Hours (Time)	Morning Sessions (8.15am start) Afternoon Sessions (12.50pm start)
Unpaid Breaks	Any breaks taken are unpaid
Pay Range	£13.50 per hour (from 1 <sup>st</sup> April 2025)

### Context of the post

In all matters the foremost will be the supporting of the aims of the School and the policies laid down by the Governing Body. The spirit of all the school policies is summed up by our mission statement:

“To foster the academic excellence and personal development of each pupil in a caring, stimulating and challenging environment so that each pupil is able to fulfil her full potential.

To promote high quality teaching and learning and to hold high expectations of each pupil both in terms of achievement and good behaviour.

To manage the school in ways which involve the whole staff in preserving and carrying forward the special character of Watford Grammar School for Girls, which is based on care and respect for every member of the school community.”

It is the responsibility of every member of staff to always ensure the safety of the children in their care. All adults working in the school should know about the school’s child protection procedures and the identity of the Designated Senior person for child protection.



## **Main Duties / Responsibilities**

- To assist the Lead Invigilator in conducting examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and the Watford Grammar School for Girls instructions.
- To play an important role in upholding the integrity of the examination process

The role of the invigilator is to ensure that the examination is conducted according to these instructions in order to:

- ensure all candidates have an equal opportunity to demonstrate their abilities;
- ensure the security of the examination before, during and after the examination;
- prevent possible candidate malpractice;
- prevent possible administrative failures.

[Taken from JCQ [ICE](#) 2016/17 chapter 6]

## **Before Exams**

- To report to and be briefed by the Lead Invigilator/Exams Officer prior to each exam session
- To assist in keeping exam papers and materials secure before, during and after exams
- To ensure exam rooms are set out according to the instructions
- To assist in admitting candidates into exam rooms
- To help seat candidates in the exams
- To distribute the correct exam papers and materials to candidates
- To deal with candidate queries
- Ensure a calm environment to give the candidates the best possible opportunity to be successful in their exams.

## **During exams**

- To supervise candidates at all times and be extra vigilant throughout exams
- To keep disruption in exam rooms to a minimum
- To refer to the Lead Invigilator concerning emergencies or irregularities
- To record/report any disruption or irregularities to the Lead Invigilator
- To deal with candidate queries in conjunction with the Lead Invigilator

## **After exams**

- To collect exam scripts as instructed
- To dismiss candidates from the exam room when instructed
- To help check candidates' names on scripts match the details on the attendance register
- At the end of examinations make sure front pages of answer booklets have been completed correctly, ensure question numbers have been entered in the appropriate box on the front of the answer booklets.

## **Other**

- To attend training, refresher or review sessions as required
- Be willing to take instruction from the Lead Invigilator



- To undertake, where required and where able, other duties requested by the Exams Officer or Lead Invigilator, for example;
  - a. supervision of clash candidates between exam sessions
  - b. facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
  - c. exams-related administrative tasks

## **Other Information**

### **Example of daily routine**

- Examinations mainly begin at 8.45am and 1.20pm.
- Invigilators should arrive at school and report to the Exams Office no later than 8.15am or 12.50pm to sign in and then help set up the rooms.
- Some examinations may not finish until 12:00 noon or 4.00pm.
- Some students may need lunch time supervision if they have a clash of subjects and take a paper in a different session.
- Invigilators may also be asked to act as a chaperone or on a one-to-one basis with pupils with special needs.

### **Inspections**

It should be noted that public examinations are subject to JCQ scrutiny. Inspections are never announced and inspectors can walk in at anytime. Inspectors carry out a rigorous and thorough analysis of all procedures and for this reason it is very important that we abide by all exam regulations.

### **Health and Safety**

- To be familiar and comply with the schools Health and Safety Policy and procedures and apply those procedures relevant to the job such as manual handling, lone working procedures and responsibilities.
- Invigilators will be required to attend training sessions and 'safeguarding children' training from time to time.

### **Equality**

- Deals with all clients and work colleagues fairly regardless of race, colour, sex, disability, age or religious belief under guidance from Line Manager

**It is not always possible to define completely the duties and responsibilities attached to posts and some variations may be necessary from time to time.**



## PERSON SPECIFICATION

### Experience

Experience is not required, as training will be provided, although applicants will be asked to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them.

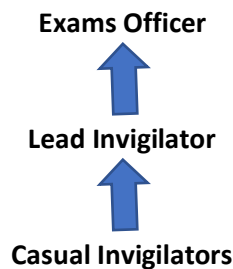
An ideal candidate will:

- be flexible and able to work as part of a team
- be willing to take instruction from the Lead Invigilator
- be able to work in an organised and accurate manner and be detail oriented
- have effective communication skills
- be a confident and reassuring presence to candidates in exam rooms
- **be available** for a minimum of four sessions a week.
- be able to arrive on-time at 8:15am or 12.50pm

As it is preferable that applicants are available for a minimum of four sessions a week, applicants invited to interview will be asked about availability for Invigilation.

It is a statutory requirement that all public sector workers in customer facing roles must be able to speak English fluently and you will be expected to demonstrate at interview the ability to converse at ease and at an appropriate level in accurate English with pupils and staff.

### Organisation Structure



### Notes

- a. All staff are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct.
- b. Staff uphold public trust in Watford Grammar School for Girls therefore staff are expected to maintain high standards of ethics and behaviour, within and outside school, by:
  - i. Treating pupils and colleagues with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to their position.



- ii. Having regard for the need to safeguard pupils' wellbeing, in accordance with statutory provisions as appropriate.
  - iii. Showing tolerance of and respect for the rights of others
  - iv. Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs
  - v. Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
  - vi. All staff must have proper and professional regard for the ethos, policies and practices of Watford Grammar School for Girls and maintain high standards in their own attendance and punctuality.
- c. The post holder will take part in an annual performance Review at which objectives will be set and development needs identified.
  - d. It is a statutory requirement that all public sector workers in customer facing roles must be able to speak English fluently and you will be expected to demonstrate at interview and in the classroom the ability to converse at ease and at an appropriate level in accurate English with pupils, parents, and visitors to the school.
  - e. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
  - f. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part may be so construed.
  - g. This job description is not necessarily a comprehensive definition of the post.
  - h. The duties and responsibilities listed describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be deemed necessary by the Headmistress.
  - i. The job description will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post holder.

**Please sign both copies of this job description, keeping one for your files and returning one to the HR Department, within 14 days. If it is not returned within 14 days your acceptance will be presumed.**

Signed:

Date:

Headteacher

Signed:

Date:

Postholder