



Job Description for Exam Invigilator

Job title:	Exam Invigilator
Start Date:	ASAP —Exam periods throughout the academic year
Hours:	0-hour contract, flexible around your home commitments and availability. Work will be offered during mock and exam seasons only.
Salary Band:	£14.24 per hour (inclusive of holiday pay)
Contract:	Casual
Reports to:	Examinations Officer, Mr Greenwood
Department:	Exams

This job description is not necessarily a comprehensive definition of the post. The duties and responsibilities listed below 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 necessary.

The job description will be updated regularly in line with school's development plan.

1. INTRODUCTION

- 1.1 You are accountable to the Governing Body through the line management structure shown in the Staff Handbook.
- 1.2 You are required to maintain and develop the Catholic character of the School in accordance with the direction given by the Governors and expressed in the Mission Statement. You are required to support the Headteacher in implementing the Mission Statement and in maintaining the distinctive Catholic nature of the School.

2 THE ROLE OF AN EXAM INVIFILATOR AT THE SAINT JOHN HENRY NEWMAN SCHOOL

2.1 Main purpose of the post:

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and The John Henry Newman Catholic School regulations and instructions.
- To have a key role in upholding the integrity and security of the examination/assessment process
- To act as a scribe for individual exam candidates (writing a candidate's dictated answers to the exam questions)
- To act as a reader for individual exam candidates (reading the instructions and questions to the candidate, this may involve reading the whole paper or the candidate may request only some of the words to be read to them)

3 Before Exams:

- Report to and be briefed by the exams officer/ deputy exams officer or lead invigilator before each exam session.
- Keep confidential exam question papers and materials secure before, during and after exams



- Ensure exam rooms are set up according to the requirements of awarding bodies and the JCQ
- Admit candidates into exam rooms under formal exam conditions
- Identify candidates and seat candidates according to the required arrangements
- Distribute the correct question papers and exam materials to candidates
- Instruct candidates in the conduct of their exams
- Deal with candidate questions
- Start exams

4 During Exams:

- Supervise and observe candidates at all times and be vigilant throughout exams
- Keep disruption in exam rooms to a minimum
- Deal with emergencies or irregularities effectively
- Record/report any incidents, disruption or irregularities
- Complete attendance registers
- Deal with candidate questions according to the regulations

5 After Exams:

- Instruct candidates in finishing their exams and collect exam scripts and exam materials
- Dismiss candidates from the exam room
- Securely return all exam scripts and exam materials to the exams officer

6 Other Tasks:

- Undertake training, update and review sessions as required
- (prior to invigilating any exam in a new academic year) Undertake relevant online invigilator training and assessment for that academic year
- Undertake, where required and where able, other duties requested by the exams officer, for example;
- Centre supervision of exam timetable clash candidates between exam sessions
- Facilitating access arrangements for candidates
- Printing exam scripts from memory sticks
- Other exams-related administrative tasks including maintaining question paper security
- By supporting the 'second pair of eyes check'

2. EQUALITIES

- 2.1 Be aware of and support school policies that promote equality within and beyond the school community.

3. HEALTH AND SAFETY

- 3.1 Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

4. DISCLOSURE & BARRING SERVICE



- 4.1 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 and Barring Service as part of the pre-employment checks.

8. SAFEGUARDING CHILDREN AND SAFER RECRUITMENT

- 8.1 You will ensure that child protection and the safeguarding of students are given the highest priority at all times.

- 8.2 The Saint John Henry Newman School is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.

Person Specification

Essential	Desirable
Skills, Qualifications & Knowledge	
- Effective communication skills and good interpersonal skills - Be able to give instructions - Work well as part of a team - Basic IT skills (familiar with use of email, mobile phone messaging etc.) - Be able to write legibly and at a reasonable speed. - Have an acceptable standard of spelling and punctuation - GCSE English (or equivalent) at Grade C or above - Good organisation skills - Ability to work unsupervised on own initiative - Reliable	- Experience is helpful but not required - as training in the role and duties of an invigilator will be provided - Have an understanding of the Joint Council for Qualifications (JCQ) regulations for exams
Personal	
- Genuine passion and a belief in the potential of every pupil - Resilience and determination - Motivation to continually improve standards and achieve excellence - Ability to communicate effectively and relate well to others - Good team player who contributes positively to teams - Effective time management and organisational skills - Commitment to equality of opportunity and the safeguarding and welfare of all pupils - Fully support for the School's aims, values and Catholic ethos - Demonstrate excellent attendance, punctuality and professional appearance	



Headteacher: Mr D Carrasco-Morley

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