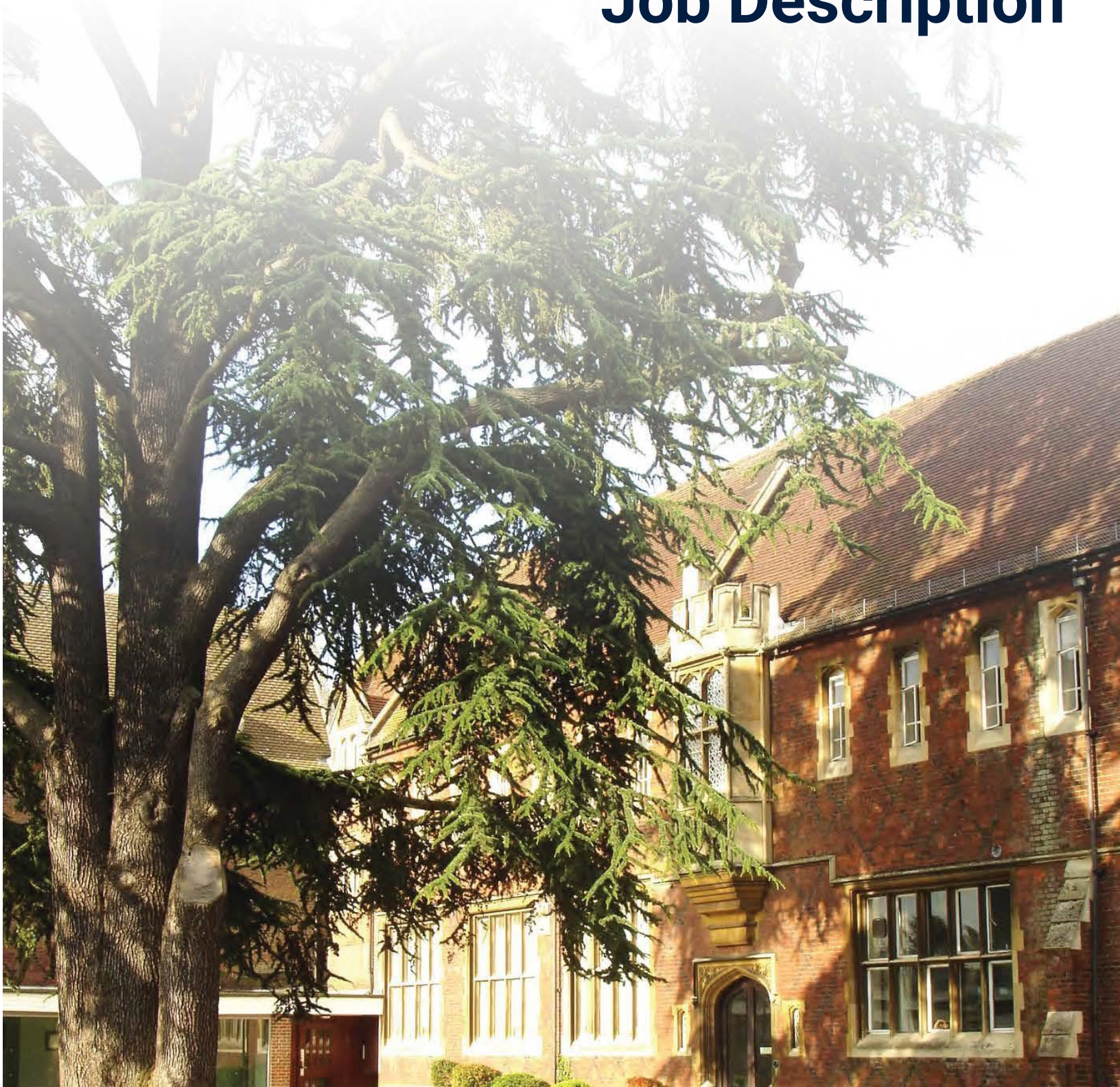


Examination Invigilator Job Description



Hockerill is a co-educational 11–18 state school, set in a leafy parkland campus in the market town of Bishop's Stortford. Hockerill is an International Baccalaureate (IB) World School, a thriving and caring academic community, which places a very strong emphasis on international outlook and global citizenship. From September 2027, the College will broaden its post-16 provision to offer A Levels alongside the IB Diploma, ensuring that all students can access the pathway best suited to their strengths, aspirations and future plans.

The College currently has 905 students, over 40% of whom are boarders. As a 24-hour community, the College offers a wealth of extra-curricular activities and an unstinting commitment to pastoral care. With a vibrant international ethos, it attracts students from both the UK and overseas, and values the diversity, cultural richness and global perspective this brings. The College timetable reflects the boarding nature of the school, with lessons on some Saturday mornings.

Hockerill is committed to engaging and motivating its students through high academic standards, innovation and diversity, and we offer a wide-ranging and exciting provision.

The Curriculum

The College is academically strong, both in terms of GCSE and International Baccalaureate (IB)



Diploma results. The IB Diploma Programme has been the cornerstone of our Sixth Form for many years, and remains central to the College's identity and international outlook. From September 2027, Hockerill will offer A Levels alongside the IB Diploma Programme, broadening our Sixth Form curriculum so that every student can follow the pathway best suited to their individual profile, ambitions and preferred style of learning.

The College specialises in Languages and Music, and there is a historical and continuing commitment to immersive

language provision. All students study two Modern Foreign Languages at Key Stage 3, with most students continuing to study two languages through to GCSE. All language lessons are delivered entirely in the target language.

The College has a long-standing reputation for academic excellence and strong outcomes, combined with an inclusive, supportive ethos. Ranked 16 in The Sunday Times Parent Power

Schools Guide for 2026, Hockerill continues to be recognised nationally as one of the country's leading state schools.

Students follow a broad and academic curriculum. Students also study at least one humanity subject to GCSE alongside English, Mathematics and Sciences, with most students studying three separate sciences to GCSE. Additionally, Hockerill offers Art, Business Studies, Computer Science, Design Technology, Drama, Food and Nutrition, Japanese, Mandarin, PE, and Religious Education to at least GCSE level.

To support students in preparing for life after Hockerill, there is a Careers Programme which supports all age groups and University Admissions Co-ordination. Around 70% of UK students go on to Russell Group universities, and some progress to leading international universities across the world, including Ivy League institutions in the United States. Some students also have the opportunity to undertake work experience abroad. The College's Sixth Form pathways will continue to support excellent progression to Russell Group universities, competitive apprenticeships and international destinations.

Extra-Curricular Activities

The sport, music and wider co-curricular provision at Hockerill is extensive and underpins the College's philosophy of educating the whole person. Hockerill's musical provision is passionate and diverse, and students can access tuition for a wide range of instruments. There are a number of ensembles and groups for communal music-making, including the prestigious College Big Band. Students perform regularly in musical events and drama productions throughout the year.

Sports on offer at Hockerill include hockey, rugby, football, basketball, netball, golf, cross country, cricket and athletics. For a relatively small College, Hockerill performs at a high standard and regularly achieves success in district competitions.

The wider co-curricular programme includes additional sports clubs, debating and public speaking, chess, Eco club, Model United Nations, Amnesty International, Duke of Edinburgh and a well-established and highly respected Combined Cadet Force (CCF). The co-curricular programme is a central part of life in a 24-hour international community, enabling students to develop confidence, leadership and character.



Exchanges and Trips

Students are strongly encouraged to participate in trips and exchanges abroad. By the end of Year 11, almost all students will have experienced school and family life in a different language and country, and many will have taken part in more than one such experience.

The College has a long-standing commitment to international opportunities, including residential visits and exchanges across Europe and further afield. Recent and planned destinations include France, Belgium, Italy, Spain and Germany, as well as Zimbabwe, the United States, China and Japan. Domestic opportunities begin with the Year 7 team-building residential and continue through to Duke of Edinburgh Gold expeditions in the Sixth Form.



The Site

Located in the centre of Bishop's Stortford in Hertfordshire, the College occupies a distinctive campus with buildings ranging from Victorian to modern, set within tranquil landscaped grounds and mature trees. The site includes five boarding houses, all located on campus, as well as a Health Centre and Chapel.

Hockerill's Sports Hall opened in 2019, followed by the Science Centre in 2020. A new Sixth Form space was completed at the beginning of 2024, further enhancing the facilities available to students in our 11–18 community.

History

Hockerill has a distinctive history, originally established in the early 1850s as a teacher training college. It remained in this role until 1978 and continues to maintain links with former trainees. The College re-opened in 1980 as a co-educational boarding school and became grant maintained in 1994.

Hockerill completed its transformation into Hockerill Anglo-European College in 1998, becoming one of the UK's first specialist Language Colleges and adopting the International Baccalaureate Diploma Programme as the cornerstone of Sixth Form study. Hockerill gained Academy status in February 2011.

For further information about the College, please visit the website: www.hockerill.com.

Examination Invigilator

Responsible to

Examinations Officer

Induction, Training and Development

Appropriate induction, training and development is valued by the College, and is the responsibility of the line manager and is an entitlement to the post holder whether new to the College or to the post.

Aims of the Post

Examination invigilators are an integral part of the exams team in every school and college. The role of the examination invigilator is to ensure that examinations are conducted according to the current JCQ instructions for conducting examinations.. The invigilator is the person in the examination room responsible for conducting a particular examination session in the presence of the candidates.

Key Tasks

1. To provide support to the Examinations Officer with the examination process.
2. Assisting with setting up examination rooms by laying out stationery and equipment and distributing examination papers.
3. Assisting students prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination rooms, reading warnings and any particular notices/instructions.
4. Ensuring the students do not communicate once inside the examination room (including isolated candidates with timetable clashes etc).
5. Actively invigilating during examinations, dealing with queries raised by the students, in accordance with IB/JCQ Regulations and College policy.
6. Collecting and arranging scripts at the end of the examination.
7. Escorting students to other areas of College outside the examination rooms eg toilets or Health Centre.
8. Supervising students leaving the examination venues, ensuring they leave in an orderly and quiet manner.
9. Providing assistance to candidates with special needs.
10. Providing the Examinations Officer with feedback on any issues arising during examinations.
11. Attending training as necessary.
12. Assisting the Examination Officer with administrative duties as and when required.
13. As for all members of staff at Hockerill College, the post holder is responsible for safeguarding and promoting the welfare of all students in our care

Confidentiality

During the course of employment the post holder may see, hear or have access to information on matters of a confidential nature relating to the work of Hockerill Anglo-European College or to the health and personal affairs of students, staff and parents. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

Data Protection

During the course of employment the post holder will have access to data and personal information which must be processed in accordance with the terms and conditions of the Data Protection Act 2018. Employees are required to act in accordance with the College's Online Safety policy.

Safeguarding Children

In accordance with the College's commitment to follow and adhere to the Department for Education guidance entitled *Keeping Children Safe in Education* and all other relevant guidance and legislation in respect of safeguarding children, the post holder is required to demonstrate a commitment to promoting and safeguarding the welfare of students in the College.

Enhanced Disclosure and Barring Service (DBS) clearance is essential.

Health and Safety

The post holder will comply with the College's Health and Safety policy at all times.

Person Specification

Essential

- Effective oral and written communication skills
- Good attention to detail; good observational skills
- Willingness to attend training and update sessions as required
- Flexibility, reliability and punctuality
- Good availability during examinations
- Ability to maintain concentration levels for long periods
- Ability to work well under pressure
- Ability to empathise with students whilst maintaining authority
- Ability to work alone or as part of a team
- Discretion and ability to maintain confidentiality of information
- Commitment to safeguard and promote the welfare of children and young people

Desirable

- Experience of examination invigilation