



Bedford Girls' School

Job Description and Person Specification

Paid as Advised Invigilator

Job Description <p>The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p> <p>Bedford Girls' School will combine the strengths, academic excellence and heritage of our existing girls' schools, it is our vision that Bedford Girls' School will create opportunities for every girl to develop her potential to the full, creating confident, independent, versatile and successful adults, equipped with the skills and values to meet the challenges of a changing society and to provide the best possible educational foundation for life.</p>	
Job Purpose:	To supervise examination invigilation and ensure guidelines/regulations for the integrity and security of examination papers and procedures are followed during an examination session.
Job Title:	Exams Invigilator
Department:	Exams
Location:	Bedford Girls' School, Cardington Road
Reporting Line:	Examinations Manager
Hours:	As Advised
Line management responsibility for:	N/A
Main duties and responsibilities:	<p>Ensure a calm environment to give the candidates the best possible opportunity to be successful in their exams.</p> <p>Help organise students at the start and end of each exam.</p> <p>Provide the correct information and material for successful completion of the exam by all candidates.</p> <p>Ensure that the conduct of all exams takes place within JCQ or IB guidelines.</p> <p>Be vigilant, particularly regarding requests for additional paper, toilet breaks etc. without disrupting the candidates (NB remember that students must be escorted during toilet breaks).</p> <p>Report incidents of suspected malpractice immediately to the Examinations Manager / lead invigilator.</p> <p>Adhere to the instructions of the Examinations Manager / lead invigilator for each session to ensure that the correct exam procedure is being followed.</p> <p>Marking the attendance registers as candidates enter the exams venue. The lead invigilator or a member of the team will take responsibility for this.</p>



Bedford Girls' School Job Description and Person Specification Paid as Advised Invigilator

	<p>Displaying start and finish times on the boards and exam clocks, taking account of access arrangement candidates.</p> <p>Collecting answer booklets at the end of an exam, ensuring that the front page has been completed correctly.</p> <p>Ensuring papers are checked against the register before placing them in the awarding body envelope and taking them to reception for dispatch.</p> <p>Dealing with any incident in an exam appropriately, reporting the incident to an Examinations Manager and noting times and other information so that a report can be written.</p> <p>Attending all inhouse training, the Exams Office online training as arranged by the Examinations Manager plus all relevant iHasco courses as arranged by the Compliance Officer.</p> <p>To undertake any other reasonable duties as requested by the Examinations Manager.</p>
--	--

This job description should be seen as enabling rather than restrictive and will be subject to regular review. You may also be required to undertake such other comparable duties as the Headmistress/Bursar requires from time to time.



Bedford Girls' School

Job Description and Person Specification

Paid as Advised Invigilator

Person Specification The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
	Essential These are qualities without which the Applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of assessment
Qualifications	Good general standard of education.		Production of the Applicant's certificates
Experience:		Experience of a similar type of role. Experience of working in a school environment.	Application Form Interview
Skills and knowledge	Able to converse with ease with members of the pupils and staff, providing effective help or advice in accurate and fluent spoken English Effective interpersonal skills. Able to work effectively as part of a team. Positive and approachable and enables others to contribute positively to work as part of the team. Able to work accurately with attention to detail. Able to work to predetermined instructions. Self-motivated, with the ability to manage and organise own time and resources effectively, ensuring that deadlines are met.		Application Form Interview



Bedford Girls' School
Job Description and Person Specification
Paid as Advised Invigilator

Personal competencies and qualities	Reliable and punctual.		Application Form Interview Professional references
--	------------------------	--	--