

## Invigilator job description



<b>Reporting to</b>	Exams officer	<b>Hourly pay rate</b>	£9.00 per hour
<b>Hours of work</b>	By negotiation during internal and public examination periods as required		

### 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.

### Main duties

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Bishop's Hatfield Girls' School instructions upholding the integrity of the examination process

### Before exams

- ▶ To report to and be briefed by the exams officer prior to each exam session
- ▶ To keep confidential exam papers and materials secure before, during and after exams
- ▶ To ensure exam rooms are set out according to the instructions
- ▶ To admit candidates into exam rooms
- ▶ To identify, seat, and instruct candidates in the conduct of their exams
- ▶ To distribute the correct exam papers and materials to candidates
- ▶ To deal with candidate queries

### During exams

- ▶ To supervise and observe candidates at all times and be vigilant throughout exams
- ▶ To keep disruption in exam rooms to a minimum
- ▶ To deal with emergencies or irregularities effectively
- ▶ To record/report any incidents, disruption or irregularities
- ▶ To complete attendance registers
- ▶ To deal with candidate questions according to the regulations

### After exams

- ▶ To instruct candidates in finishing their exams and to collect exam scripts
- ▶ To dismiss candidates from the exam room
- ▶ To check candidates' names on scripts match the details on the attendance register
- ▶ To securely return all exam scripts and exam materials to the exams officer

### Other

- ▶ To attend training, update or review sessions as required
- ▶ To undertake, where required and where able, other duties requested by the exams officer, for example
  - ▶ supervision of clash candidates between exam sessions
  - ▶ facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
  - ▶ other exams-related administrative tasks

### Personal Qualities

- ▶ To be punctual and organised
- ▶ Be flexible
- ▶ Good communication skills
- ▶ Be able to work in a calm manner and follow instructions
- ▶ Ability to work in a team as well as independently, seeking advice when required
- ▶ To be able to forge a good rapport with candidates being a confident and reassuring presence to them within the exam room
- ▶ To have an understanding of Child Protection
- ▶ To work ethically with an understanding for the need of confidentiality
- ▶ A sense of humour

### Health and Safety

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

**Additional Information:** The job holder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in safeguarding training as required by the school's policies and practices. We are an Equal Opportunities employer. The school is committed to safeguarding and promoting the welfare of children and young people and expects anyone applying to work in our school to share this commitment. All appointments are subject to pre-employment checks, including a satisfactory enhanced criminal records with Barred List check through the Disclosure and Barring service.

For more Information or to apply, please contact Mrs Dalziel on 01707 282057 or [exams@bishophatfield.herts.sch.uk](mailto:exams@bishophatfield.herts.sch.uk)