

Bishop's Hatfield Girls' School

Job Description



Job Title: Lead Exam Invigilator

Hourly pay rate: £12.50 plus holiday pay

Reporting to: Exams officer

Hours: During internal and public examination periods as required, including 8.00am start and up to 5.30pm finish occasionally. 2024 summer exam dates: Monday 6th May to Wednesday 26th June.

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

Lead invigilator additional responsibilities

- To set up exam rooms including laying out papers, handling IT including Chromebooks, WP/ Google software and Read/Write software
- To start and finish exams including issuing instructions to pupils
- To assist with the printing of exam papers from candidates using Chromebooks
- To package up papers and send them to exam boards
- To provide effective administration to assist with exam admin systems and procedures.

Other

- To uphold the school values and policies
- 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

- Punctual and organised
- Flexible and adaptable
- Good communication skills
- Able to work in a calm manner and follow instructions
- Able to work in a team as well as independently, seeking advice when required
- Confident in front of exam candidates and able to forge a good rapport and reassuring presence to them within the exam room
- An understanding of Child Protection and safeguarding
- Able to work ethically with an understanding for the need of confidentiality
- 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.

Disclosure and Barring Service

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 school's pre-employment checks.

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.

How to apply

Please complete the Application Form for support staff available on our website

<https://bishophatfield.herts.sch.uk/vacancies/>