



CHESSINGTON

SCHOOL

Exam Invigilator

Permanent, term time only
Working Hours: Variable
Salary: £13.91 per hour

The job revolves around providing the best possible conditions for students to undertake examinations and to ensure they are conducted within the national guidelines and regulations.

The successful candidate would be joining the School's invigilator team, who are led by the Exams Officer. Invigilators work within the school on an ad hoc basis. Exams are taken at various times during the academic year so the work can be seasonal and as such there are no guaranteed hours. Working days and hours are flexible and the role requires invigilators to be reliable and punctual. The post requires DBS clearance.

Key responsibilities

Before Exams

- Report to and be briefed by the Examinations Officer prior to each exam session.
- Keep confidential exam question papers and material secure before, during and after exams
- Assist in checking and setting up the examination room
- Assist in admitting candidates into exam rooms and under formal exam conditions
- Distribute the correct questions papers and exam materials to candidates as per instructions from the Examinations Officer
- Instruct candidates of their expected conduct during the exams
- Start examinations (where required) in accordance with JCQ regulations.

During Exams

- Supervise and observe candidates at all times and be vigilant throughout exams
- Deal with emergencies and irregularities effectively
- Record/report any incidents, disruptions or irregularities to the Exam Officer
- Complete accurate attendance registers
- Deal with candidate questions in accordance with JCQ regulations

After Exams

- Collect exam scripts and exam materials
- Dismiss candidates from the exam room
- Check candidates from the exam room
- Securely pack all exam scripts and match the details to the attendance register

Other tasks, as directed by the Exams officer may include:

- Supervision of exam timetable clash candidates between exam sessions
- Facilitation of access arrangements for candidates, for example as a reader, scribe etc (full training will be provided)
- Other exam-related administrative tasks including maintaining question paper scrutiny by supporting the JCQ 'second pair of eyes check'
- Carry out catch-up exam sessions for internal assessments



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- Be fully conversant or disclose confidential or personal information regarding candidates or the exam administration other than in the requirements of the invigilation
- Undertake any training relevant to the role

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder

Interview Date: Interviews will be held when suitable applications are received. We reserved the right to withdraw the advert if suitable candidates are found.

Personal Specification

Qualifications and Experience	Essential or Desirable	Evidence Source
Educated to GCSE level or above	Essential	A
Willingness to undergo invigilator training	Essential	A
Willingness to undertake induction training	Desirable	A
Experience of working in a team	Desirable	A, I, R
Skills and Abilities	Essential or Desirable	Evidence Source
The ability to develop and maintain effective working relationships with other team members and contribute to the work of the team	Essential	A,R
The ability to work under pressure and to meet tight deadlines	Essential	A,R
Effective oral and written communication skills	Essential	A, I
To be computer literate	Desirable	A, I
Knowledge	Essential or Desirable	Evidence Source
A thorough understanding of child protection, policies and procedures and a commitment to the principles of best practice	Desirable	A, I, R
Personal Competencies and Qualities	Essential or Desirable	Evidence Source
Flexible approach to working hours	Essential	A, I, R
Excellent time keeping	Essential	A, I, R
Enjoys working with young people	Essential	A, I, R
Commitment to confidentiality	Essential	A, I, R

* Method of Assessment: A = Application Form; I = Interview; R = Reference