



SURBITON

HIGH SCHOOL

Job Description

Job Title: External Invigilator

Reporting Line: Exams Officer

At Surbiton High School we employ two levels of invigilators; Senior External Invigilators and Assistant External Invigilators. All new recruits join as Assistant External Invigilators.

Assistant External Invigilators

Job Purpose: To support Senior External invigilators in the duties listed below throughout the examination period.

Senior External Invigilators

Job Purpose: To oversee and supervise examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions.

Key Responsibilities:

- To collect exam papers from the exams office at the specified time and ensure they are kept secure
- To assist in the setting up of the examination rooms
- To set out exam papers/answer booklets and any other materials following seating plan instructions
- To ensure candidates receive appropriate examination question and answer papers
- To be aware of any needs candidate may have during an examination
- To ensure candidates follow the regulations of an examination as set out in the JCQ guidelines
- To maintain security and confidentiality always
- To ensure there is no talking or disruption once an exam has begun
- To ensure scripts are delivered safely to the exams office
- To assist candidates using laptops print off their scripts at the end of the examination. and all other exam materials are securely collated before delivered to the exam office
- To assist in other activities as may reasonably be requested by the centre from time to time such as the supervision of clash candidates
- To remain focussed on the exam room with no personal reading or work permitted at any time

Hours: Morning and / or afternoon invigilation
Mock exam arrival time 8.00am; Public exam arrival time 8.30am
Afternoon exams start at 1.30pm (arrival 1pm)

Availability: All invigilators will be required to confirm their availability for morning or afternoon sessions for each day during the exam period. Invigilators will then receive a timetable for allocated days when they will be required. This may vary from week to week depending on the number of exams taking place on each day. Exams take place for six weeks in May/June; ten days in early January; one week in early February and sporadically throughout the



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year. Invigilators are required to all commit to certain busy days during the summer public exam period.

Training session:

All invigilators are required to attend a training session prior to the start of each examination series (December and April).

Person Specification

The successful candidate will be likely to fit the following profile:

- Attention to detail
- Patient & Calm
- Understanding
- Reliable with excellent timekeeping
- Vigilant
- Trustworthy
- Able to follow regulations
- Team player
- Committed to the role



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To Apply

Please apply online by clicking on the following link:

<https://unitedlearning.current-vacancies.com/Jobs/Advert/1387122?cid=1567>

Closing date for Applications:

Midday, Friday 28 August 2018

Interviews to be held:

1 October 2018

*Please note that the School reserves the right to appoint at any stage during the recruitment process.
For any queries relating to the role or your application, please email recruitment@surbitonhigh.com*



The Benefits of Working for Surbiton High School

- Competitive Salary
- Extensive CPD Opportunities
- Flexible Working
- Complimentary School Lunches
- Fee reduction for children attending the School
- Contributory Pension Scheme
- Sabbaticals for long service
- Generous Rewards Programme
- Excellent transport links
- Working as part of a motivated and committed team



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About Surbiton High School

We aim to inspire, encourage and empower our staff and pupils to be the very best they can be.

Surbiton High School is a friendly and vibrant community where people matter, results count and where a passion for excellence drives everything we do. We are a School with a real heart and soul, where we look beyond the A* to offer a breadth of opportunity which allows every pupil to flourish and every staff member to develop and succeed.

Our inspirational Teachers are committed to delivering a rich curriculum and programme of co-curricular activities which challenge our pupils to explore ideas for themselves. We feed our pupils' minds, but we also care passionately about their character development and happiness. Our approach to education means that Surbiton High School pupils achieve the very best exam results and are also compassionate, authentic young people with strong values, keen to make a positive difference in the world. Our Educational Support Staff are the backbone of the School, and are dedicated to supporting our aim of creating an intellectually rigorous and challenging academic environment which runs smoothly and efficiently.

Surbiton High School has approximately 1495 pupils aged between 4 and 18. Our Preparatory Schools are divided into the Girls' Preparatory School and Boys' Preparatory School, and the Senior School is girls only from age 11 upwards.

We are looking for applicants who are passionate about inspiring those around them, bringing out 'The Best in Everyone' and working with us to become the number one School of choice in South West London.

Read more on our website: www.surbitonhigh.com

Additional Information

Equal Opportunities

Surbiton High School is a member of the United Church Schools Trust, Charity Number 1016538 and is an equal opportunity employer. We expect all employees to act in a manner which is consistent with the Trust's principal objective: to provide education based on Christian principles. While we recognise that employees may come from other faith groups (as indeed do many of our pupils), we expect everyone in our community to conduct themselves appropriately in the light of this objective. As a School we, in turn, respect the different faiths of our colleagues and pupils, and welcome them and their contribution.

In Surbiton High School, male colleagues and those from ethnic minorities are under-represented among our staff; we would therefore wish to encourage them to apply. However, the aim of the selection process is to appoint the best possible candidate, and gender and ethnicity are not criteria for selection.



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Eligibility for Employment

Surbiton High School is committed to safeguarding and promoting the welfare of children and young people and expects all who work at the School to share this commitment. Successful applicants will be subject to an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Any offer of employment is thus conditional on clearance from the above, on the receipt of: two satisfactory references, a satisfactory medical questionnaire, proof of qualifications, overseas checks where applicable, and on proof of right to reside and work in the UK.

Choice of Referees

We wish to have someone who can write knowledgeably about your abilities to perform professionally in a position similar to this one. We also need to have the most recent possible references. Your referees should therefore normally include your current – or most recent – employer. If you are unable to supply referees who fit into the above categories, please explain this in your application. We shall carry out such further reference checks as are necessary to ensure the safety and welfare of children. Please provide professional, rather than home addresses for your referees, and supply email addresses in all cases.



United Learning

United Learning is a unique group of independent and state schools working together to achieve the best in everyone. Our vision is to provide excellent education so that all young people are able to make a success of their lives and, if we are to realise this vision, we need to make sure we attract, develop and reward the key ingredient – you.