

**Job Description**

**Post: Exam Invigilator** **Date of issue:** November 2018

Wellingborough School is an independent day school founded in 1595, a school with a long and distinguished history and strong roots in the local community. One of the original school buildings can still be seen in the town centre. The School moved to the current site in 1881, growing in size and reputation. It became fully co-educational in 1979 and converted to a day school in 1999. The Prep School celebrated its centenary in 2013 and the Pre-Prep was added in 1990. Today, the Pre-Prep (ages 4 – 8), Prep (8 – 13) and Senior (13 – 18) sections create a genuine family of schools, educating around 850 pupils from across Northamptonshire, Buckinghamshire, Bedfordshire, Leicestershire and Cambridgeshire, surrounded by forty acres of superb playing fields.

From September 2020 Wellingborough School will restructure into a Senior School, from Year 7 – 13, with our own Prep School taking pupils up to Year 6.  The reorganisation will take place on the existing site using the same buildings with the same Senior Leadership team, and the ethos and aims of the School will remain the same. This change is primarily to ensure that the School is able to ensure that outcomes for pupils remain as good as they can be, within an educational landscape that undergone many changes in the past few years.

**Disclosure Level:** Enhanced

**Reporting to**: Examination Officer & Tracking Assistant

**Hours:** Normally Invigilators would report for duty at 08.05 for a morning exam session and 12.45 for an afternoon exam session, however there will occasionally be variations to these times in order to meet candidates’ exam needs. (This is a Zero Hour contract.)

**Salary:** £10.96 per hour

**SUMMARY OF THE ROLE:**

The Invigilator’s main period of employment is mid-May to the end of June, but this varies depending on the Awarding Bodies’ timetables. The invigilation workload is shared between the team, but more experienced members may be selected first depending on the nature of the candidates’ requirements. There will also be opportunities for other ad hoc invigilation work throughout the school year depending on the School’s needs.

**Responsibilities**

* To ensure that the integrity and security of the exam is maintained at all times and that the exam is conducted in a manner such that no candidate is advantaged or disadvantaged.
* To assist Exams Officer with the daily running of exams such as carrying exam materials, supervision of rescheduled candidates and supporting candidates with access arrangements.
* To help candidates feel safe and relaxed before and during their exam to ensure they are given the best possible chance of success.
* To ensure all candidates get the correct information and exam paperwork.
* To ensure strict JCQ regulations are complied with before, during and after the exam.
* To refer to the Exams Officer on all incidences, suspected malpractice and absent candidates.
* To keep all matters such as candidate’s personal details, exam question papers and candidates’ scripts confidential at all times both within and outside of the School. This also applies to any incidences/events that occur during an exam.

**Main duties**

* To be familiar with the latest version of the publication JCQ Instructions for conducting exams in order to comply with regulations.
* To set up the exam room to meet JCQ requirements. Helping as required to carry exam papers, boxes, laptops, and organising photocopying of modified papers.
* To lay out question/answer booklets and candidate cards to match seating plan.
* To ensure exam paperwork is never left unattended.
* To create a formal atmosphere within the exam room and ensure candidates enter the exam room in silence and in an orderly fashion.
* To make the necessary announcements at the start of the exam and ensure candidates have all the information/materials they need.
* To complete the board(s) at the front of the exam room to ensure that centre number, exam reference number, start and finish times are accurate and visible.
* To calculate and adjust exam duration to meet requirements of candidates eligible for extra time.
* To complete the register ensuring there are no unexplained absences.
* To deal with late candidates as per JCQ regulations.
* To move around the exam room quietly observing candidates without causing a disturbance and monitoring for signs of cheating, communication or pupils who are looking unwell.
* To deal with any candidate queries before and during the exam in a calm and reassuring way.
* To comply with both Awarding Body and School exam procedures and complete required paperwork accurately e.g. details of any irregularities, late candidates, invigilator signing in/out sheet and sheet confirming supervision of rescheduled candidates.
* To stop the exam after the correct duration, collect all the exam paperwork whilst ensuring formal exam conditions are maintained until the candidates have left the room. Sort candidate scripts by candidate number and ensure they are collated to match the Awarding Body’s register.
* To identify candidates that need to be under supervision due to a rescheduled exam and escort them to the room where they will be supervised ensuring that they do not communicate with any other person (within or outside of school) or that they have access to any electronic device (e.g. a phone, ipod).
* To escort laptop users to the Exams Office after their exam, where their script will be printed and the appropriate cover sheet signed.
* To clear up after the exam and store securely the exam supply box, and be responsible for the return all candidates’ scripts, question papers and materials to the Exams office ensuring they are kept secure at all times.
* To evacuate and closely supervise candidates in the event of an emergency.
* To be trained on and then deliver arrangements required by candidates who have special requirements whilst sitting their exam. These may range from acting as a Reader or Scribe, through to separate room invigilation.
* To attend training sessions at the School, these are usually run in November and April.
* To assist Exams Officer with any requests that help to ensure the smooth running of the exams.

**Revision of Job Description**

There will be a periodic review to ensure that the principal duties have remained as stated above or that any changes have been made in agreement with the incumbent.

**Child Protection and Safeguarding**

The post holder’s responsibility for promoting and safeguarding the welfare of children and young persons with whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School’s Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risk to the safety or welfare of children in the School s/he must report any concerns to the Designated Safe Guarding Lead or to the Headmaster.

**Applications**:

The application form should be returned together with a covering letter, in which the applicant should explain what s/he can offer to the post. Applications by e-mail are welcome.Please send them for the attention of Mrs Karen Harrison, HR Manager, to [recruitment@wellingboroughschool.org](mailto:recruitment@wellingboroughschool.org) by **12pm 15th January 2019.**

**Interviews will take place on 23rd January 2019.**