



The Abbey

The independent school for girls aged 3-18.

EXAMINATIONS INVIGILATOR

You will be part of a team which ensure that examinations are carried out according to the instructions of the Examinations Team (Examinations Officer, IB Coordinator, Examinations Administrator and the Deputy Examinations Officer) that operate under the guidance of the Joint Council for Qualifications (GCSE, AS, A Levels) and the Vade Mecum (International Baccalaureate Handbook).

The Head Teacher has overall responsibility for all employees of The Abbey School and this is delegated to team leaders in charge of departments.

Accountability

Responsible to: Examinations Officer

Specific responsibilities

- To work effectively as part of the Examinations Team and alongside academic members of staff.
- To ensure the security of the examination materials whilst in the examination room, and to and from the Examinations Office
- To assist/carry out the setting up of the examination room so that it complies with the formal requirements
- To assist in correctly seating all candidates
- To be aware of any Access Arrangements and to whom they apply, and to ensure the relevant arrangements are in place and are carried out accordingly during the examination
- To distribute examination papers and ensure every candidate has the correct paper
- To know which equipment and paper is allowed for each examination (instructions on the front of examination papers)
- To record the start and end time of examinations, noting any extra time allowances and stating these times clearly to the candidates (use green forms) and update the information on the screen
- To maintain vigilance throughout the examination, dealing with any issues which may arise in accordance with the instructions given, calling the Examinations Officer in charge if necessary
- To accompany candidates appropriately during any temporary absence from the examination room
- To ensure that the candidates obey the examination regulations and to keep records of any irregular incidents for the purposes of reporting to a member of the Examinations Team (record book)
- To ensure that there is no disruption to the candidates once the examination has started
- To complete the attendance registers at the beginning of the examination, or after half an hour of the start of the examination if any candidate(s) is missing, remembering not to mark present those candidates taking the examination at another time
- To stop examinations at the required time
- To collect all scripts and order them, as per the attendance registers
- To ensure that restricted material does not leave the examination room with a candidate



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- To deliver the completed scripts and question papers to the examinations office when the examination is finished and at a suitable time
- To accompany students and their laptop to the examinations office when appropriate
- To maintain security and confidentiality
- To hand over clash candidates to the designated member of staff or supervise, as required
- To scribe or read for candidates when required and agreed in advance
- To be prepared to work in disparate areas of the school and run that exam space
- To maintain an awareness of the school's contingency plan and to implement as required

General tasks

- Any reasonable task requested by the Examinations Officer, IB Coordinator, Examinations Administrator or the Deputy Examinations Officer

Hours of Work

- Invigilators will be required to be available from 08.00 for morning examinations and from 12.30 for afternoon examinations
- Flexibility is essential and invigilators may be required to stay additional time after the published stop time of an examination.

Salary and Benefits

- Circa £12.00 per hour dependant on experience and/or qualifications.
- Lunches are available for free
- Parking is available but not guaranteed

Health and Safety

It is a duty of employees:

- To be familiar with, and conform to, the School's Health and Safety Policy and procedures
- To take reasonable care of themselves and other persons who may be affected by their acts or omissions at work
- To co-operate with employers in order to ensure that employers' duties can be performed and complied with
- To report all accidents and damage immediately
- To report all observed hazards or dangerous occurrences immediately
- To neither intentionally, nor recklessly, interfere with any equipment provided.

Security

- All employees are required to remain vigilant on the school premises and to report any security issues to the Head of Finance and Resources immediately.



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Child Protection

- The Abbey School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- This post may involve unsupervised contact with children and young people. The School therefore expects from the successful candidate the level and degree of adult leadership of children and young people expected in a School environment.
- The successful candidate should expect to undertake the Disclosure and Barring Service (DBS) clearance process.

Equal Opportunities

The Abbey School aims to promote equality of opportunity for all with the right mix of qualifications and abilities, talent, personal qualities, skills and potential. The Abbey School welcomes applications from candidates of diverse backgrounds and personal circumstances. A detailed Equal Opportunities policy is available on request.

Terms of Employment

Under current legislation, we are required to advise applicants that this appointment will be subject to a satisfactory Disclosure and Barring Service enhanced disclosure. Details of any criminal record (spent or unspent, due to exemption from the Rehabilitation of Offenders Act 1974) must be disclosed at interview. Only relevant convictions and other information will be taken into account so disclosure need not necessarily be a bar to obtaining a position at this School. For further information, contact the Disclosure and Barring Service on 0870 9090 811 or visit the Disclosure website at www.disclosuresdb.co.uk

For more information on our lively and well resourced school and for an application form, please visit the Vacancies Page on our website www.theabbey.co.uk.

To apply for this position, please complete an application form in full, including details of suitable referees as instructed, then send this with your full CV and covering letter by email to recruitment@theabbey.co.uk

Interviews will only be arranged following our receipt of a completed application form.

Closing Date: Monday 2nd October 2017. Please note interviews may be arranged before this date.

For enquires please contact recruitment@theabbey.co.uk