



JOB DESCRIPTION

INVIGILATOR

Vacancies have arisen for part-time Invigilators at The Portsmouth Grammar School.

Examinations take place from 1 May to 29 June and the length of sessions can vary. Morning sessions start at 8.30 am and can finish anytime between 11 am and 1 pm. Afternoon sessions start at 1.30 pm and can finish anytime between 3.30 pm and 6 pm.

It is a requirement of employment that invigilators must be available for a meeting/training session before the start of exams on Wednesday 18 April. At this meeting there will be safeguarding training, word processing training and invigilation training.

The hourly rate is £12.00, which includes holiday pay. Invigilators are paid on a claims basis.

Invigilators are required to support the following activities:

- To help organise pupils at the start and end of each exam
- To help provide the correct information and material for successful completion of the exam
- To help ensure that the conduct of the exam takes place within the guidelines set down by JCQ and the Exam Boards
- To ensure the safe-guarding of pupils and attend training as instructed by the Second Master
- To be vigilant during exams, whilst not disrupting the candidates. Reading, accessing mobile phones or other such activities are not permitted, apart from as part of the conduct of the examination
- To refer to the Assistant Examinations Officer if malpractice is suspected

Main Duties:

- To assist setting up examination rooms by laying out papers and materials required
- To help pupils by advising them about possessions and directing them to their seats at the start of exams
- To continually patrol (in the larger venues) and remain vigilant throughout the duration of the exam to ensure that the exam runs smoothly and no unauthorised materials are accessed by pupils at any time.

- To ensure that pupils do not leave the hall until the end of the exam
- To escort pupils from venues during exams and supervising whilst out of the examination room
- At the end of exams collect scripts making sure that they have been filled in correctly
- Make sure that the scripts are in candidate order before handing to the Invigilator Co-ordinator

Extra Duties which may be required:

- Being in charge of a computer room and word processing candidates
- Scribing for students with writing problems
- Being in charge of a room in the medical centre for unwell students
- Being in sole charge of an overflow room

Person Specification

Invigilators must be:

- Confident and able to communicate with staff and students, alongside a strong sense of self-awareness and sensitivity for the need to avoid any unnecessary disruption to pupils' concentration during examinations
- A good team member who can work on their own initiative
- Accurate and have a good attention to detail
- Able to have a flexible approach to work
- This job requires quick thinking and so invigilators must have an appropriate level of fitness for the role and be able to respond in times of emergency

How to apply

PGS is committed to safeguarding children and all successful applicants will be subject to an annual Enhanced DBS check.

Further information is available on the website at www.pgs.org.uk under the 'About Us' section and any queries regarding the vacancy should be emailed to HR@pgs.org.uk.

An electronic application would be preferable, submitted to HR@pgs.org.uk. All applicants should complete a support staff application form, with a full curriculum vitae and a covering letter addressed to The Headmaster, The Portsmouth Grammar School, High Street, Portsmouth, Hampshire PO1 2LN. Please include email addresses whenever available. All applications should be accompanied by the names, addresses, email and telephone numbers of two referees.

The closing date for receipt of applications is noon, Monday 19 February 2018 and early applications are encouraged. Interviews are scheduled to take place on Wednesday 28 February and Wednesday 7 March 2018.