

## Lead Examinations Invigilator contractor

**We require a Lead Invigilator on a seasonal basis.**

Role: Lead Invigilator contractor

Reporting to: Exams Officer

Terms: Contractor required

Hours of work: Monday-Friday 8.00am-5.00pm during exam season

Rate of pay: £15.85 per hour

The following availability for the next academic year 2025 to 2026 is essential:

- 3<sup>rd</sup> November - 14<sup>th</sup> November
- 23<sup>rd</sup> February - 6<sup>th</sup> March
- 13<sup>th</sup> May - 26<sup>th</sup> June

### **JOB DESCRIPTION**

#### **Job Purpose**

To provide an efficient and effective invigilation support in conducting internal and external examinations for students with a supervisory role, ensuring that all JCQ regulatory requirements for the conduct of examinations are strictly adhered to.

To have an understanding of and commitment to maintaining the appropriate standards of confidentiality/security of examination materials and play a key role in upholding the integrity of the examination/assessment process.

#### **Before exams**

- ▶ To report to the Exams Officer and receive a briefing prior to each exam session
- ▶ To keep confidential exam papers and materials secure before, during and after exams
- ▶ To ensure exam rooms are set out according to the instructions
- ▶ To admit candidates into exam rooms
- ▶ To identify, seat, and instruct candidates in the conduct of their exams
- ▶ To distribute the correct exam papers and materials to candidates
- ▶ To deal with candidate queries
- ▶ Liaise with the SENDCo and Deputy SENDCo to ensure that all access arrangements are fully understood
- ▶ Ensure that all relevant papers are delivered to the additional exam site, in line with JCQ regulations

- ▶ Delegate roles to invigilators, including issuing resources such as papers to those reading/scribing

### During Exams

- ▶ To supervise and observe candidates at all times and be vigilant throughout exams
- ▶ To announce instructions with regulatory advice at beginning of each exam, including reading of erratum notices.
- ▶ To deal with emergencies or irregularities effectively
- ▶ To record/report any incidents, disruption or irregularities, including briefing and seating of any late candidates
- ▶ To complete attendance registers and ensure a signed record of seating and invigilation arrangements is kept
- ▶ To keep a log of pupils that are absent during mock examinations
- ▶ To deal with candidate questions according to the regulations
- ▶ To ensure that all invigilators are directed and supported as necessary

### After Exams

- ▶ To instruct candidates in finishing their exams and to collect exam scripts
- ▶ To dismiss candidates from the exam room
- ▶ To check candidates' names on scripts match the details on the attendance register
- ▶ To securely return all exam scripts and exam materials to the exams officer

**To assist the Examinations Officer with other examination processes, this may include the following;**

- ▶ Packaging of exam papers, stationery and equipment prior to the examinations and the delivery to and from venues as appropriate
- ▶ Collation of and checking completed exam scripts prior to Parcelforce collection.
- ▶ Delivery of scripts to the reception area for collection by Parcelforce
- ▶ Supervision of clash candidates between exam sessions
- ▶ Facilitating exam access arrangements for candidates, for example, as reader, scribe etc. – full training to be provided.

### **PERSON SPECIFICATION**

#### **Professional Skills and Experience**

1. Knowledge of the 'Instructions for the Conduct of Examinations' produced annually by the JCQ (Joint Council for Qualifications).
2. Knowledge of the roles of the JCQ and Exam Awarding Bodies.
3. Knowledge of school's examination policy and procedures.
4. Have the ability to demonstrate accuracy and a high attention to detail.
- 5.

6. Have the ability to communicate with candidates and members of staff clearly and accurately.
7. Have the ability to work as part of a team or alone as necessary.
8. Have the ability to demonstrate effective oral and written communication skills.
9. Have the ability to act on own initiative, dealing with any unexpected problems that arise.

### **Personal Qualities and Desirable Criteria**

1. Be a constructive and dependable team member
2. Have the ability to demonstrate a flexible approach to work.
3. Have the ability to offer reliability and punctuality.
4. Have the ability to keep calm under pressure or during unexpected circumstances.
5. Have the ability to demonstrate common sense and initiative.
6. Have the ability to be firm but fair at all times.
7. Possess excellent written and verbal communication skills.
8. Willingness to participate in in-house training for the role.
9. Can maintain confidentiality on all situations.
10. Previous experience of invigilating examinations in a school environment would be an advantage.

### **Application method**

- Please write a letter of application, no longer than one page of A4, addressed to the Exams Officer detailing:
  - Why you are interested in the role
  - How you meet the requirements set out in the person specification
  - Any experience you have may support you in this role
- Please send your letter of application to [exams@maryleboneschool.org](mailto:exams@maryleboneschool.org). The deadline for applications is 5.00pm on Friday 22<sup>nd</sup> August 2025.

### **Interview process**

- The interview process will involve an interview to assess your suitability for the role.
- We will only contact candidates who the school would like to interview.
- We will inform all invited candidates of the outcome of their application and offer feedback to those who are unsuccessful.
- We will only interview candidates who provide two satisfactory references.

- Interviews are scheduled to take place during the week commencing 8th September 2025
- The successful applicant will be subject to a number of safer recruitment checks, including an Enhanced DBS and Barred List check as part of Keeping Children Safe in Education.