



JOB DESCRIPTION

PART-TIME INVIGILATORS

Vacancies have arisen for part-time Invigilators at The Portsmouth Grammar School. Examinations take place from Monday 4th May 2020 to Wednesday 24th June 2020 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 6.30 pm. Half Term dates are Monday 25th May – Friday 29th May 2020 and there are no exams during this period.

It is a requirement of employment that invigilators must be available for a meeting/training session before the start of exams on Wednesday 18th March 2020. At this meeting there will be safeguarding training, word processing training and invigilation training.

The hourly rate is £12.27, which includes holiday pay (the basic rate is £10.80 per hour, plus £1.47 holiday pay, giving a total hourly rate of £12.27). Invigilators are paid on a claims basis. You will be paid through the school's payroll for the full period of each examination, including any extra time granted to individual candidates, plus an allowance of 30 minutes' administrative time to enable each exam to be started and finished smoothly.

Your hours will be determined by the school's Head of Examinations. The school makes no specific guarantee of any work and invigilator requirements for each exam will not be known until after Easter.

Invigilators should be available for at least 3 days each week during May and June. We can offer some flexibility however for holiday or family commitments for a block of time during the exam period. Please indicate your availability in your application.

Invigilators are required to support the following activities:

- **To assist in splitting and distributing papers for satellite rooms 30 minutes before the start of each exam if required.**
- **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 Senior Deputy Head.
- 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 Head of Examinations 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 start and finish exams if necessary
- 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 examination rooms 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:
 - i. collect scripts - making sure that they have been filled in correctly
 - ii. make sure that the scripts are in subject and candidate order
 - iii. help package scripts if required by the Head of Examinations or Deputy Head of Examinations

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
- Willing to undertake all necessary safeguarding and other training as instructed by the Senior Deputy Head
- 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
- Understand that exam security and confidentiality is paramount at all times.

How to apply

PGS is committed to safeguarding children and all successful applicants will be subject to an Enhanced DBS check. Please note we also ask all our invigilators to register with the DBS online update service and we reimburse the annual fee. This is to enable the school to complete online update service checks for invigilators who become part of our team of regular invigilators, returning to PGS to invigilate at other times in the school calendar or each summer to support the main examination periods of May and June.

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.

Please note the school is closed for the Christmas period from Friday 20th December 2019 and reopens on Tuesday 2nd January 2020.

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 Head, Dr Anne Cotton. Postal applications should be addressed to The Head, 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.

Candidates are also welcome to apply through the TES website using the application form linked to the PGS advert.

The closing date for receipt of applications is noon, Tuesday 21st January 2020 and early applications are encouraged. Interviews are scheduled to take place on Wednesday 29th January and Wednesday 5th February 2020.