



EXAM INVIGILATOR

CONTRACT: Casual - As required

SALARY: £12.67 per hour (plus holiday pay – calculated as 8% of hours worked. This will be broadly equivalent to £1 per hour)

The Board of Governors of this leading Catholic High School are looking to expand its pool of casual Invigilators for examinations. The invigilator's role is to ensure that examinations run smoothly in line with current rules and regulations set out by the examination board. Duties will include distributing and collecting examination papers, reading out instructions to students, starting and finishing exams, and monitoring students within the main examination hall or on a one to one basis. You may also be asked to act as a "reader" (reading examination papers to the student) for those students with access arrangements in line with the current examination board rules and regulations.

This is a flexible role with varying hours and you will be expected to be available during the main examination periods throughout the year. (February/March/May/June, November). Previous experience is not necessary as full training will be provided.

You should:

- Be punctual, reliable and flexible
- Have good literacy and numeracy skills
- Be able to form good relationships with students/staff
- Possess excellent communication skills
- Be able to keep calm under pressure or during unexpected circumstances
- Be able to follow instructions
- Be able to work both as part of a team and independently

If this sounds like the job for you then come and join us. Please visit our website <http://www.thebarlowrchigh.co.uk> for an application pack.

Completed applications should be returned to hr@thebarlowrchigh.co.uk quoting the post title, reference and your name in the subject line of the email. Please note that CVs will not be accepted.

Only shortlisted candidates will be contacted.

Closing date: On-going

Interview date: As soon as possible

About our School



The Barlow is a highly successful, mixed, 11-16 Catholic comprehensive. **In June 2019, Ofsted judged our school to be 'Good' in all categories.** Public examination results are strong; above national average in most subject areas. We are a diverse and inclusive community, with high standards of pupil behaviour and a calm and purposeful learning environment. The school is located in Didsbury, a popular area of south Manchester, with excellent transport links.

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Our school is committed to safeguarding and protecting the wellbeing of children and young people and expects all staff to share their commitment. An enhanced DBS is required for all successful applicants.

The Barlow RC High School
Parrs Wood Road, Didsbury, Manchester, M20 6BX
www.thebarlowrhigh.co.uk
☎ **0161 445 8053**



EXAM INVIGILATOR



The Barlow RC High School

"Learn, Achieve, Succeed"

SERVICE - PRAYER - ACHIEVE - RESPECT

JOB DESCRIPTION

HOURLY RATE:	£12.67 per hour (plus holiday pay – calculated as 8% of hours worked. This will be broadly equivalent to £1 per hour)
HOURS:	As required
RESPONSIBLE TO:	Examinations and Data Officer
Main Purpose of the job:	Under the direction of the Examinations Officer, to invigilate external and mock examinations for students, ensuring that all JCQ regulatory requirements for the conduct of examinations are strictly adhered to.

MAIN DUTIES AND RESPONSIBILITIES:

1	To collect examination papers and other examinations materials from the Examinations Officer
2	To be responsible for the security of examination papers and ensure every student sits the correct paper.
3	To take all reasonable steps to ensure that: <ul style="list-style-type: none"> - The official examination stationery is issued to candidates, and that no other stationery including paper for rough work, is provided - Candidates take into the examination room only those articles, instruments or materials which are expressly permitted - Candidates have all the necessary materials to enable them to complete the examination.
4	To display a seating plan outside the examination room
5	To follow instructions provided by the Examinations Officer for each individual examination
6	To supervise the entry and exit of students into and out of the examination room
7	To help seat students according to the seating plan
8	To complete identity checks
9	To ensure a register is completed and absentees are reported to the Examinations Officer immediately
10	To supervise the collection of mobile phones and other electronic devices in accordance with the JCQ regulations.
11	To hand out examination papers and any other equipment required
12	To write necessary information on notice boards such as start/finish times
13	To read out any relevant instructions to students and to start the examination

14	To supervise students participating in formal external examinations and mock examinations in accordance with exam board regulations.
15	To supervise students who require toilet/rest breaks.
16	To ensure that the examinations starts/finishes on time and these times are recorded accurately.
17	To end the examination and collect in papers and other equipment
18	To check all students have entered their details correctly on papers and tagged loose sheets together
19	To dismiss students in an orderly manner
20	To return collected papers to the Lead Invigilator/Examinations Officer as soon as the examination is completed
21	To collect all unused stationery in the Examination room and return it to the Exams office.
22	To ensure that the Exam room is left in a tidy condition
23	To collect all unused stationery in the Examination room and return it to the Exams office.
24	To ensure that the Exam room is left in a tidy condition
25	To be familiar with the JCQ instructions for conducting examinations and to observe these regulations during the examinations process.
26	To assist in preventing potential candidate and staff malpractice.
27	To report any breach of examination rules to the Examinations and Data Officer immediately
28	To be fully aware of emergency evacuation procedures
29	To attend briefing/training sessions when required
MAIN DUTIES AS A READER:	
1	To support a student, normally on a one-to-one basis, during the examination in examination conditions.
2	Accurately and clearly read aloud exam instructions and questions
3	To re-read aloud exam instructions and questions if requested
4	To read a student's answer back to them if requested
5	To adhere to the JCQ regulations as failure to do so could lead to the disqualification of a student

GENERAL REQUIREMENTS:	
1	To ensure confidentiality is maintained at all times
2	To be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise
3	Actively promote equal opportunities and support the delivery of services which are accessible and appropriate to the diverse needs of service users.
4	To uphold the Catholic ethos of the school including attendance at whole school events.
5	To participate in training and other learning activities and the school's performance management process
6	Any other duties and responsibilities within the range of the salary grade.

**EXAM INVIGILATOR
PERSON SPECIFICATION**

Whilst all points on the person specification are important, those marked 'E' are essential, whilst those marked 'D' are desirable.

Factors	Desirable	
Qualifications/Experience	GCSE Grade C or above in English and Maths or equivalent	D
	Experience of working in an educational setting	D
Knowledge	Understanding of examinations processes	D
	Understanding of confidentiality	E
Skills and Aptitudes	Ability to form good relationships with students/staff	E
	Ability to communicate effectively with students and staff	E
	Ability to follow instructions	E
	Able to remain calm under pressure or during unexpected	E
	Ability to show initiative	E
	Ability to work effectively as part of a team or independently	E
	Able to pay attention to detail	E
	Good reading voice, pace and clarity (For reader/scribe only)	E
	Legible handwriting (For reader/scribe only)	E
	Ability to listen to another and write their words accurately(For	E
Other requirements	Ability to reach/bend and carry out lifting/moving of resource	E
	Reliable and punctual	E
	Willing to apply for an Enhanced DBS check	E