

## Examinations Invigilator - Part-Time, Term Time Only Casual Contract

Whitgift is one of Britain's leading independent boarding and day schools for boys aged between 10 and 18 years, with approximately 1520 pupils and over a hundred boarding or flexi-boarding pupils. It was founded in 1596 by Elizabeth I's last Archbishop of Canterbury, John Whitgift, and is the oldest school in Croydon. Whitgift enjoys facilities of outstanding quality, amongst the best available nationally, in a beautiful parkland estate in South Croydon.

### OUTLINE OF POST:

Examination invigilators report to the Examinations Officer and work as part of a team of invigilators, made up of both external invigilators and Whitgift teaching staff.

Work opportunities will vary according to need during Public Examinations (normally mid-April – end of June) and internal examinations (usually January, February and November). There may also be ad hoc opportunities for work throughout the academic year. We would expect invigilators to be able to work between the hours of 8.30 am and 5 pm. Training will be provided at Whitgift before invigilation work can be undertaken.

### MAIN DUTIES AND RESPONSIBILITIES:

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), Awarding Body and Whitgift School instructions.
- To play a key role in upholding the integrity of the examination process

#### Before exams

- To report to and be briefed by the Exams Officer prior to each exam session
- To keep 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

#### During exams

- To supervise candidates at all times and be vigilant throughout exams
- To keep disruption in exam rooms to a minimum
- To deal with emergencies or irregularities effectively
- To record/report any disruption or irregularities
- To complete attendance registers
- To deal with candidate queries

#### After exams

- 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

### **Other**

- To attend training, refresher or review sessions as required
- To undertake, where required and where able, other duties requested by the exams officer, for example
  - facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
  - exams-related administrative tasks

### **PERSONAL RESPONSIBILITIES**

To carry out the duties and responsibilities of the post, in accordance with the School's Health and Safety Policy and relevant Health and Safety Legislation.

The Whitgift Foundation is committed to safeguarding and promoting the welfare of young and elderly people in their care and expects all staff and volunteers to share this commitment.

### **PERFORMANCE STANDARDS**

To ensure that all services within the areas of responsibility are provided in accordance with the School's commitment to high quality service provision.

This job description will usually be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

### **PERSON SPECIFICATION:**

#### **Qualifications and Experience**

- Minimum GCSE Maths and English (or equivalent)
- Preference will be given to candidates with prior experience in invigilation, educational settings, or similarly structured roles (though training will be provided)
- Strong understanding of working in a structured educational environment and willingness to embrace the importance of exam integrity
- Previous experience of working with young people would be an advantage

#### **Skills and Abilities**

- Ability to deliver instructions clearly, confidently, and professionally in a formal setting, particularly under pressure
- Evidence of quickly learning and applying formal procedures or regulations in previous roles
- Demonstrated ability to notice and act on small but important details, ensuring compliance with processes (e.g., handling attendance registers, exam scripts).
- Good interpersonal skills and the ability to interact well with staff and students

## Character and Personal Qualities

An ideal candidate will:

- actively demonstrate enthusiasm for contributing to a school setting and show initiative in handling assigned responsibilities.
- have proven ability to handle stressful or unexpected situations calmly and effectively, ensuring minimal disruption.
- be a confident and reassuring presence in the exam room
- be able to react quickly and effectively in varied scenarios
- demonstrate a balance of working effectively as part of a team whilst confidently managing tasks independently (e.g., running an exam room solo).
- have prior examples of handling confidential or sensitive information responsibly. Emphasis on safeguarding awareness.
- understand and support the concept of exam integrity

## Other important information

- Candidates must demonstrate clear commitment to covering variable shifts and availability for short-notice requests during peak exam periods.
- In accordance with Joint Qualification Council regulations, applicants will be asked to declare whether they have invigilated previously and whether they have any current maladministration or malpractice sanctions applied to them.

## FURTHER INFORMATION

### STAFF BENEFITS

All of our staff benefit from a competitive remuneration package, including:

- Holiday pay will be applied accordingly.
- Onsite parking, where available
- Lunch is provided onsite during term time.

Please note Casual Contracts are not eligible for the School Fee Discount.

### CONDITIONS OF SERVICE

This position is offered as a casual contract. The main public examination period in the Trinity Term is from April to the end of June annually. There will also be opportunities to work during internal examinations in January, February and November. There is a requirement for flexibility to meet the staffing needs of a busy examination schedule. You will also be required to attend annual safeguarding and invigilator training.

The Examination Invigilator will work variable hours across five days per week from Monday to Friday, normally during term time only. The shifts will be morning and/or afternoons (minimum of 1.5 hours) and are likely to be between 8.30 am and 5.00 pm with at least a 30-minute unpaid lunch break. The shifts are variable according to the examinations taking place. A schedule will be provided in advance once your availability has been confirmed.

The rate of pay will be £13.99 per hour, payable on completion of an authorised timesheet for the hours worked and will be paid on the normal payday (24<sup>th</sup> of the month or the nearest working day prior to this date if the 24<sup>th</sup> falls on a Saturday, Sunday or Bank Holiday).

As a result of the Asylum and Immigration Act 1996, employers now have to verify that new recruits who are not British Nationals are eligible to work in this country. Therefore, any applicant who is offered an interview will be asked to provide official documentation to verify their ID, address and right to work in the UK. It is also normal practice for the School to ask for original qualifications and professional membership documents as detailed on their application.

***Whitgift School (part of the John Whitgift Foundation) is committed to safeguarding and promoting the welfare of young people. Applicants must be willing to undergo child protection screening including checks with past employers, the Disclosure & Barring Service and online checks (including personal, professional and other online activities).***

*March 2025*