

Job Description & Person Specification

Job title Examination Invigilator
Employment Status Casual hours contract
Hourly Rate £12.60 per hour plus 13.54% holiday pay
Salary Scale (A16)

Working Day Invigilators are required to invigilate exams:
Morning examinations: From **8am** to **12.30pm**
Afternoon examinations: From **1pm** to **6pm** (latest)

Exams Season Mock exams are held in **January** and **February** and the main exam season is in **May** and **June**.

Invigilators are required to cover a minimum of 10 sessions in both the mock exams and the main exams.

King Edward's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to adhere to the School's Safeguarding Policies and Procedures.

Responsible to

The Examinations Officer for line management responsibilities and the Bursar & Chief Operating Officer, who has overall responsibility for all support staff.

Responsible for

Invigilating external examinations in accordance with the Joint Council for General Qualifications' regulations and carry out associated administrative and clerical duties.

Main Responsibilities

1. Responsibility for assisting with the preparation of examination rooms.
2. Distributing seating cards, writing paper, equipment and examination papers as required.
3. Writing details that are to be displayed to candidates on front boards (eg exam length).
4. Assisting with the admittance of candidates in a quiet and orderly manner.
5. Completing seating plans.
6. Supervising the examination.
7. Ensuring candidates who have special needs or who are entitled to extra time are correctly supervised, and their entitlements respected.
8. Ensuring candidates who are using lap top computers are correctly supervised, and that arrangements are made for printing in accordance with school practice.
9. Completing the Attendance Registers.
10. Supervising 'clash' candidates between examinations as directed.
11. Collecting and checking completed scripts.
12. Tidying desks and equipment at the end of the examination.
13. Preparing for the next examination session if required.
14. Undertaking occasional office administrative duties to include assistance with the dispatching of exam papers.



**KING
EDWARD'S
SCHOOL
BATH**

Place of work

King Edward's School, North Road, Bath, or at such other place as the School may from time to time direct.

Training

You will be required to attend annual Safeguarding and Exam Invigilator training and you will be paid at the above hourly rate for the time you undertake the sessions.

Person Specification

Qualifications	Essential	Desirable
5 GCSEs at grade 9 to 4 (A* to C) or equivalent, including English and Mathematics	✓	
Knowledge and Experience	Essential	Desirable
Good standard of written and spoken English	✓	
Proficient with IT e.g. Microsoft Word and Excel	✓	
Commitment to safeguarding young people	✓	
Ability to work within existing policies and guidelines	✓	
Experience of working with children and young people		✓
Personal Qualities	Essential	Desirable
Well organised with evidence of good administrative skills and methodical attention to detail	✓	
Exercising discretion and have clear understanding of the need for confidentiality	✓	
Excellent interpersonal communication skills including listening and the ability to communicate with children and members of staff	✓	
Proven evidence of ability to work calmly and professionally under pressure	✓	
Ability to relate and work well with pupils aged 11-18 years	✓	
Be proactive and self-motivated and take ownership of tasks	✓	
High standards of personal integrity and honesty	✓	
Be punctual and reliable	✓	
Team player with a strong desire to be a positive role model	✓	
Flexible, adaptable to change and able to respond appropriately to a wide variety of unexpected situations	✓	
Have a reasonable degree of physical fitness in order to carry papers, etc., over a large site built on a hillside.	✓	