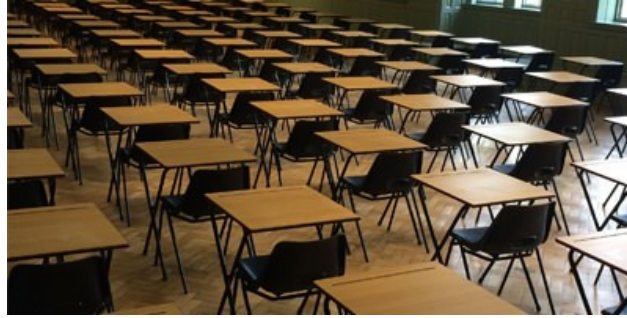


# Job Description - Examinations Invigilator



## Job Role:

An invigilator is the person in the examination room responsible for conducting the examination. They have a key role in upholding the integrity of the external examination process. Invigilators should:

- ◆ Ensure all candidates have an equal opportunity to demonstrate their abilities
- ◆ Ensure the security of the examination before, during and afterwards
- ◆ Prevent possible candidate malpractice
- ◆ Prevent possible administrative failures

## Responsible to:

Data and Examinations Manager

## The postholder will be required to:

### General Duties

- ⇒ Work as part of a team during external and internal examination periods to support the smooth running of examinations
- ⇒ Ensure that the regulations set out by JCQ and the School are followed at all times
- ⇒ Report any concerns to the Data and Exams Manager or Head of Centre
- ⇒ To invigilate in large halls and classrooms
- ⇒ To invigilate on a 1:1 basis to support students with a Special Educational Need or Disability (SEND)
- ⇒ Supervise candidates during rest breaks, isolation etc.
- ⇒ To attend the necessary induction and safeguarding training sessions

### Invigilation:

- ⇒ Assist with setting up examination venues
- ⇒ Supervise candidates entry into the examination room
- ⇒ Ensure candidates sit in their designated seat
- ⇒ Ensure candidates maintain examination conditions at all times
- ⇒ Open and distribute exam papers
- ⇒ Start an examination and read out any notices
- ⇒ Complete an attendance register ensuring the Data and Exams Manager is aware of any absences
- ⇒ Ensure the correct start time, finish time and examination information is displayed and visible to all candidates
- ⇒ Remain vigilant throughout the period of the examination
- ⇒ To finish an examination at the correct time
- ⇒ Collect exam papers, scripts and any other papers or equipment at the end of each examination
- ⇒ Supervise the exit of candidates from the examination room
- ⇒ Return completed papers and scripts to the Data and Exams Manager or secure area at the end of an examination, ensuring security of papers at all times.

### In addition, it is expected you will:

- ⇒ Be aware of and comply with related policies and procedures relating to child protection, health and safety, security, confidentiality and data protection.
- ⇒ Ensure your working environment is kept tidy and confidential information is safeguarded at all times.
- ⇒ Support difference and equality for all.
- ⇒ Contribute to the overall ethos and aims of the School.
- ⇒ Appreciate and support the role of other professionals.
- ⇒ Attend and participate in relevant meetings

# Person Specification

Area of interest	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>i. Good literacy and numeracy skills</li> <li>ii. A good basic standard of education</li> </ul>	<ul style="list-style-type: none"> <li>iii. 5 GCSEs including Maths &amp; English</li> <li>iv. First Aid qualification</li> </ul>
Experience	<ul style="list-style-type: none"> <li>i. No particular experience is required but a willingness to learn is essential</li> </ul>	<ul style="list-style-type: none"> <li>ii. Previous experience in a school setting</li> <li>iii. Previous experience working with young people</li> <li>iv. Awareness of and interest in educational issues</li> </ul>
Knowledge and skills	<ul style="list-style-type: none"> <li>i. An understanding of, or a willingness to learn, JCQ and school examination regulations and procedures.</li> </ul>	
Personal and Professional Qualities	<ul style="list-style-type: none"> <li>i. High level of attention to detail</li> <li>ii. Reliability and punctuality</li> <li>iii. Approachable but authoritative</li> <li>iv. Accurate verbal and written communication skills</li> <li>v. Calm under pressure</li> <li>vi. Ability to maintain a high level of confidentiality</li> <li>vii. Suitability to work with children and satisfactory Enhanced Disclosure with the DBS.</li> </ul>	<ul style="list-style-type: none"> <li>viii. Flexible approach to work</li> <li>ix. Sense of Humour!</li> </ul>

## Application Process

Please complete the application form and a covering letter addressed to Mr M J Scott, Executive Headteacher which should not exceed two sides of A4.

Applications may be submitted via email to [jobs@nghs.org.uk](mailto:jobs@nghs.org.uk) or by post. NGHS is committed to safeguarding and promoting the welfare of young people in our care. We expect all staff to share this commitment. The successful applicant's appointment will be subject to satisfactory pre-employment clearances including a Disclosure and Barring Service check. In line with safer recruitment practices, if the successful applicant has worked abroad, a certificate of good conduct will be requested at the point of provisional offer. All applicants are expected to include two referees; one of whom should be their current or last Headteacher (if not working in a school at this time). The School reserves the right to request a reference from **any** previous employer. The supporting statement should address your particular strengths and how your experience to date has prepared you for this particular role. Please use the person specification above.

The School's Equal Opportunities Policy states that it will give equal treatment to all persons within its organisation regardless of sex, marital status, race, colour, nationality, national origin, ethnic origin, sexual orientation, disability, age and not allow any individual to be disadvantaged by any other condition which cannot be shown as justifiable.

**The closing date for applications is 9.00am on Monday 4 December 2023.**

**The school reserves the right to close the application window and interview prior to this deadline. Please apply when you can ahead of the deadline.**