



Wallington
County Grammar School

Job Description Lead Examination Invigilator

Responsible to: Examinations Officer

Hours: Ad hoc, Term Time Only
(Availability during May and June is essential)

Purpose of Post

To provide an efficient and effective invigilation support service to the school examination process and to ensure the integrity of examinations are maintained.

Responsibilities

Model and nurture our core values of **commitment, compassion, courage** and **creativity** at all times.

1. Lead Duties

- being responsible for the exam room folder - which includes sensitive info on the exam students - i.e medical and SEN data - as well as attendance registers, seating plan, collecting from and returning to the Exams Officer each day
- collecting papers/desk cards from the Exams Officer - and completing the 2nd pair of eyes check (required in public exams) before exam papers are removed from secure storage
- setting up or supervising the setting up of the exams room as per JCQ regulations (mocks and public exams), making sure room is ventilated/heated, lighting is sufficient and clocks synched
- reading out announcements/erratum notices and starting/ending exams
- completing the attendance register
- dealing with candidate requests for borrowing equipment, bathroom breaks
- dealing with candidate queries regarding the question paper
- managing a team of invigilators
- ensuring every interaction with students is logged on the incident log
- reporting all incidents of malpractice to the exams officer as soon as they happen
- dealing with the unexpected - e.g fire evacuation
- supervising the collection and sorting of scripts by the invigilating team after the exam
- ensuring security of papers before and after exam

It also means you are technically a Lead if you are the sole invigilator in these exams:

- 1:1 invigilating
- scribing
- supervising the preparation phase of MFL speaking exams

2. Main Duties

- a) To assist with the preparation of examination rooms and ensure that any awarding body requirements are met.
- b) To admit candidates to the room in a managed, quiet and orderly manner.
- c) Ensuring late candidates are briefed and seated with minimum fuss
- d) To ensure that regulations announced at the beginning of each examination are adhered to.
- e) Opening & distributing examination papers and authorised materials under the direction of the Lead Invigilators responsible for the examination.
- f) Ensuring candidates have correct papers.
- g) Ensuring that registers and other invigilation documentation is completed.
- h) Notifying candidates of the start of the exam and that the exam is finished.
- i) Supervising candidates
- j) Supervising any candidates who may have to leave the room
- k) Ensuring exam conditions are maintained until candidates leave the room
- l) To alert the Lead Invigilator immediately of any irregularities and complete the invigilators report appropriately.
- m) To assist with the collection of examination papers and scripts in accordance with instructions.
- n) Ensuring that scripts are never left unattended and are safely delivered to the appropriate person, ensuring there are no missing scripts.
- o) To carry out any additional duties, as required by the School's Examinations Officer or his/her nominated exams staff.

3. General

- a) Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- b) Attend and participate in relevant meetings, training and other learning activities and performances
- c) Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.
- d) To demonstrate an understanding of and a commitment to equal opportunities and diversity and to the standards of customer care.
- e) Be responsible for your own health and safety, as well as that of colleagues, pupils and the public.

Signature: Print name:
(Postholder)

Date:
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Signature: 
(Headmaster)

Print name: Mr J Bean

Date:
September
2023

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The recruitment process will include an enhanced CRB check, medical screening, confirmation of right to work in the UK and all other pre-employment checks in line with safer recruitment requirements.

Criteria	Essential	Desirable
Education & Qualifications:		
<ul style="list-style-type: none"> English, Maths GCSE (or equivalent) at Grade C or above 		✓
Skills , Knowledge & Experience		
<ul style="list-style-type: none"> Ability to work to predetermined instructions 	✓	
<ul style="list-style-type: none"> Ability to handle sensitive issues relating to students, maintaining confidentiality as required 	✓	
<ul style="list-style-type: none"> Ability to form good working relationships with students and colleagues and work as part of a team and or alone as necessary 	✓	
<ul style="list-style-type: none"> Good communication skills 	✓	
<ul style="list-style-type: none"> Good organisational and time management skills and the ability to work under pressure and problem solve 	✓	
<ul style="list-style-type: none"> Basic IT skills (familiar with the use of a computer for on-line training as well as use of mobile for email and messaging etc 	✓	
<ul style="list-style-type: none"> Adaptability and flexibility in working practices and the ability to use their initiative 	✓	
<ul style="list-style-type: none"> A high degree of professionalism in their approach to work and tasks set 	✓	
<ul style="list-style-type: none"> Present a good role model to pupils 	✓	
<ul style="list-style-type: none"> Experience of working with, and supporting and motivating young people 		✓
<ul style="list-style-type: none"> Experience of administration procedures 	✓	
<ul style="list-style-type: none"> Reliable and punctual 	✓	
<ul style="list-style-type: none"> Willing to undertake training appropriate to role 	✓	
<ul style="list-style-type: none"> Show an understanding of safeguarding responsibilities and the need to work within the School's Child Protection Policy 	✓	

• A good sense of humour	✓	
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September 2023