

Bridgewater High School

EXAMINATION INVIGILATORS

Bridgewater is looking to recruit a small number of people to join its existing bank of invigilators.

We are looking to recruit flexible, reliable, responsible people who will enjoy working within the school environment and who can contribute to the importance of maintaining the integrity of the examination system.

Invigilation work is part time and seasonal, based around the Awarding Bodies and school's exam timetable, with the hours offered on a casual basis. The heaviest demand for invigilation in 2019 is Monday 13th May 2019 until Wednesday 26th June 2019, therefore availability during this busy period is essential.

We also require invigilators for our mock exam season which typically are the last three weeks in December and also follow on from the summer external exams.

A compulsory training session will be provided to successful candidates on Tuesday 30 April 2019

Daily Arrangements

Whilst these will vary according to the examination timetable and school needs, the usual pattern involves:

Morning Exams

Invigilators arrive by 8:30am and prepare for 9.00am exam start. The duration of the morning session is between one and three hours, though occasionally may be longer.

Afternoon Exams

Invigilators usually arrive between 12:30pm and 1pm depending on the exam start time. Again the duration of the session is usually between one and three hours, though occasionally may be longer.

PLEASE NOTE: Hours of work will vary, some weeks may involve only a few hours whereas other times you may be needed more. This is because for some sessions we may only need a single/small number of invigilators whilst for others we may need as many as seventeen or eighteen invigilators.

Bridgewater High School is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share in this commitment. This post will therefore be subject to enhanced DBS clearance.

For an application form and further information please visit www.bridgewaterhigh.com/job-vacancies. Please note applications must be made by the school application form. CVs are not acceptable.

Please post completed application forms to Mrs J Stanton at the Upper School address, alternatively you may email her at j.stanton@bridgewaterhigh.com

Deadline for return of applications: 12 noon on Friday 15th February

Person Specification: Exam Invigilator		
Relevant Experience Essential	Desirable <ul style="list-style-type: none"> • Previous experience of working with young people (age 14-18) • Previous experience of invigilation • Knowledge of the education sector • Awareness of the examination system 	How identified <ul style="list-style-type: none"> • Application form • Interview • References
Education and Training Essential <ul style="list-style-type: none"> • Willingness to attend all training sessions and post exam feedback sessions 	Desirable <ul style="list-style-type: none"> • Minimum educational qualifications of 5 A* - C grades at GCSE or equivalent 	How identified <ul style="list-style-type: none"> • Application form • Interview
Knowledge, skills and abilities Essential <ul style="list-style-type: none"> • Accuracy and attention to detail, vigilance • Excellent communication skills • Ability to work to predetermined instructions • Ability to work as part of a team or alone • Ability to keep calm under pressure or during unexpected circumstances • Ability to maintain complete confidentiality • Ability to relate to candidate yet maintain an air of authority 	Desirable <ul style="list-style-type: none"> • Experience of public speaking/ addressing both small and large numbers of people 	How identified <ul style="list-style-type: none"> • Application form • Interview • References
Personal Qualities Essential <ul style="list-style-type: none"> • Excellent availability, flexibility, reliability and punctuality • Criminal Records Bureau Enhanced Disclosure • Commitment to the welfare of the student population • Commitment to Equal Opportunity 		How identified <ul style="list-style-type: none"> • Application form • Interview • DBS certificate (may be obtained post interview) • Interview • References

Job Title:	Exam Invigilator
To whom accountable:	Exams Manager (EM)
Hours:	Variable hours dependent upon exam timetable
Grade :	WBC pay scale Grade 2, point 3
Pay range:	£9.76 per hour (including holiday pay)

Job Purpose:

To assist the Exams Manager in the proper conduct of examination sessions to JCQ regulations, through effective and proper implementation of examination board invigilation duties.

This description gives an indication of the main tasks, which will need to be performed.

Key Responsibilities:

1. Setting up the exam room in accordance with JCQ requirements.
2. To assist, if directed, in the collection of examination papers and exam stationery from the Exams Office before an examination.
3. To assist in admitting candidates to the room in an orderly fashion.
4. To maintain an orderly and quiet environment for the duration of the exam.
5. To assist in checking against seating plan that all candidates are present for the exam, and record and report any absences on the seating plan immediately
6. To issue verbally to pupils all necessary exam board instructions to candidates, including erratum notices.
7. To assist in ensuring all candidates have the correct module/tier question paper for which they have been entered, ensuring any queries are passed to the Exams Manager/Senior invigilation staff immediately.
8. To notify candidates of the start of the exam, recording the start and finish time(s) for candidates to see. To notify candidates of the end of the exam at the appropriate time.
9. Supervision of all candidates in a quiet and unobtrusive manner.
10. To assist in maintaining the integrity and security of the examination throughout its duration in accordance with examination board and school procedures.
11. To collect in examination scripts and question papers at the end of an examination, ensuring scripts remain confidential and secure.
12. To collate and account for all scripts against the Attendance Register and informing the Exams Manager immediately if any missing scripts.
13. Once all scripts are accounted for, to put the scripts into the addressed examination board envelopes, which, once sealed should be taken to the school reception for secure handover and posting.
14. To act as a reader or scribe to an individual candidate, if and when directed by the EM.
15. To assist, when directed, in the collating of results on results day(s).
16. To complete necessary exam administration as instructed by the EM.
17. To attend all training sessions as directed by EM.
18. Any other duties that are in accordance with the post as instructed by the Exams Manager.