



Wadebridge School

Limited Company Registered UK (Charitable status)
Company No: 07999988

Headteacher: Miss T. Yardley B.A. Hons.
Gonvena Hill, Wadebridge, Cornwall PL27 6BU



Telephone Number: 01208 812881

E-Mail: enquiries@wadebridge.cornwall.sch.uk

Website: www.wadebridge.cornwall.sch.uk

Job Description Exam Invigilator

Job Purpose:

To facilitate the effective running of internal and external examinations in accordance with the appropriate regulations (School Policies, JCQ General Regulations and JCG Instructions for Conducting Examinations).

Job Details:

Job Title: Exams Invigilator
Responsible to: Exams Officer
Line Managed by: Deputy Headteacher
Rate of Pay: £9.00 per hour
Special Requirements of the Post

To be available on a casual basis during examination periods. Working hours will be by agreement but will usually be between 8.15am – 4.00pm.

Principal Accountabilities

- Ensure that the examination room is set up and ready for the scheduled examination as per examination requirements including checking that there are sufficient supplies of answer booklets, paper, equipment etc.
- Set out the desk cards in the examination room as per the seating plan.
- Supervise the entrance and exit of candidates from the examination room and maintain good order.
- Ensure that the examination is conducted in accordance with the rules and regulations prescribed by the school or the examination board and make candidates aware of these rules.
- Collect examination papers/desk cards/seating plans and any other relevant documentation for the examination from the Exams Office and distribute them to candidates in accordance with examination regulations.
- Ensure that students are correctly seated and take the register before the start of the examination – ensure that the examination registers are passed to the Exams Officer in line with school procedure.
- Start and end examinations at the prescribed times.
- Monitor the examination room at all time to ensure candidates are behaving correctly and to report any incidents of unacceptable behaviour or issues of concern to the appropriate member of staff.
- Answer queries from candidates in so far as this does not breach examination procedures.
- Collect in examination papers and scripts at the end of the examination before students leave the examination room and ensure that they are taken to the exams office.
- Accompany students who need to leave the examination room in an emergency.
- Assist the Exams Officer with logging and sending examination scripts/coursework as required.
- Assist the Exams Officer with the preparation of each day's examinations in advance ensuring that all seating plans, desk cards, special arrangements are in place for the following day.
- Undertake ad hoc duties as required to ensure the efficient and effective running of examinations.
- Uphold the school's policy in respect of Safeguarding.
- Willingness to undertake relevant professional development.



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Person Specification

Post Title: Exams Invigilator

Before completing your application form, please read the person specification and job description carefully. In your supporting statement you should demonstrate how your qualifications, skills and knowledge match the requirements for the post.

Qualifications

A good standard of general education

Skills and Experience

Ability to communicate effectively both orally and in writing, including the ability to give clear oral instructions

Ability to follow and understand procedures and regulations

Ability to observe confidentiality

Ability to make decisions quickly and act confidently

Previous experience as an invigilator or in an education setting would be an advantage

Knowledge

Knowledge and understanding of schools and the system of public examinations (or the ability to gain such knowledge) – JCQ General Regulations and JCG Instructions for Conducting Examinations.

School Policies – agree to read, understand and follow school policies listed below -

Staff Code of Conduct

Child Protection and Safeguarding Policy

Keeping Children Safe in Education – Part 1

Other

- Commitment to equality of opportunity
- Willing to support the vision and aims of the school
- Flexible approach
- Willingness to undertake professional development – you will be required to take the Hays Safeguarding and Child Protection on-line training which can be done at home or at the school.

Essential

The school is committed to safeguarding children, the successful candidate will complete pre employment checks and be required to provide an enhanced DBS disclosure.