



HODGE HILL GIRLS' SCHOOL

"Educating tomorrow's women today"

JOB DESCRIPTION

NAME:

POST: Lead Invigilator

Casual Contract

By negotiation and agreement during the following peak times but not limited to

November - Internal Examinations

January - External Examinations

February - Internal & External Examinations

May - External Examinations

June - External Examinations

August - Results Day

GRADE: 3

PAY RANGE: Spinal Point 9

SALARY: £12.02 per hour

JOB PURPOSE:

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Hodge Hill Girls' School regulations and instructions

To have a key role in upholding the integrity the integrity and security of the examination/assessment process

Setup the Boxes for each exam room

Create/update folders for each room

DUTIES AND RESPONSIBILITIES:

General requirements

Before Exams

- Report to and be briefed by the exams officer prior to each exam session
- Keep confidential exam question papers and materials secure before, during and after exams
- Ensure exam rooms are set up according to the requirements
- Admit candidates into exam rooms under formal exam conditions

- Identify candidates and seat candidates according to the required arrangements
- Distribute the correct question papers and exam materials to candidates
- Instruct candidates in the conduct of their exams
- **Read JCQ Instruction at the start of the exam**
- Deal with candidate questions
- Start exams

During Exams

- Supervise and observe candidates at all times and be vigilant throughout exams
- Keep disruption to a minimum
- Deal with emergencies or irregularities effectively
- Record/report any disruption or irregularities
- Complete attendance registers
- Deal with candidate queries according to the regulations

After Exams

- Instruct candidates in finishing their exams and collect exam scripts and exam materials
- Dismiss candidates from the exam room
- Check candidates' names on scripts, match the details on the attendance register
- Pack and securely return all exam scripts and exam materials to the exams officer or return to the Exams/Data Office - it is your responsibility to make sure all scripts are returned accordingly
- **Lead and setup for the next exam. Making sure all resources are added accordingly**

Other tasks

- Undertake training, update and review sessions as required
- prior to invigilating any exam in a new academic year)
- Undertake, where required and where able, other duties requested by the exams officer, for example:
 - centre supervision of exam timetable clash candidates between exam sessions
 - facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
 - other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'
 -

Lead Invigilator duties - This list will be updated regularly in line with the school needs

- Setup the Boxes for each exam room
- Create/update folders for each room
- Setting up the exam's rooms, putting posters, clocks, information on the wall. Taking all the posters down and putting them away at the end of the exam
- Responsibility of taking the completed register to Attendance Office within 10 minutes of the exam starting or ensuring another Invigilator takes the register down to the Attendance Office
- Read JCQ Instruction at the start of the exam
- Checking JCQ instructions and amend the fire evacuation instructions for their examination room
- Lead and setup for the next exam. Making sure all resources are added accordingly
- Invigilator Allocation checking

- Checking exam papers
- Second Pair of Eyes form
- Seating Plan Displays (Year 11 form room Corridor)
- Checking/creating packs for Certificates. Helping with certificate distribution
- Printing, photocopying, supporting the Examinations Officer with any additional exam support
- GLS Assessments
- Checking Handbooks for students/staff/invigilators

GENERAL: Support Staff

Please note all individuals should

- Take responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To be aware of and comply with policies and procedures relating to child protection, health and

Supervising Officer's Job Title: Examinations Officer

LEVEL OF SUPERVISION

- Regularly supervised with work checked by supervisor.
- Left to work within established guidelines subject to scrutiny by the Examinations Officer.
- ~~Plan own work to ensure the meeting of defined objectives.~~

This job description reflects the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work at.

The Job Description may be subject to review and / or amendment at any time to reflect the needs of the school. These amendments will be made in consultation with the existing post holder and will be commensurate with the grade of the role.

6. REVIEW AND AMENDMENT

This job description is normally subject to annual review. It may be amended at the request of the Headteacher or the post holder but only after full consultation with the post holder.

Job Description issued following consultation by

.....
Signature of Headteacher

.....
Signature of Post Holder

Date.....

PERSON SPECIFICATION

By negotiation and agreement during the following peak times but not limited to
November - Internal Examinations
January - External Examinations
February - Internal & External Examinations
May - External Examinations

June - External Examinations
August - Results Day

NAME:

POST: Lead Invigilator

GRADE: Grade 3

CRITERIA	ESSENTIAL	DESIRABLE	EVIDENCE
Qualifications		A* - C in GCSE English or Mathematics or equivalent.	<ul style="list-style-type: none"> • Application • Interview • Certification
Experience	<p>Have basic IT skills (familiar with use of email, mobile phone messaging etc.)</p> <p>Able to use a walkie talkie</p>	Experience of working as an examination assistant.	<ul style="list-style-type: none"> • Application • Interview • Test
Knowledge, Skills and Attributes	<p>An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016.</p> <p>Be reliable, flexible and readily available during main exam periods.</p> <p>Be confident and a reassuring presence to candidates in exam rooms.</p> <p>Be able to give instructions and manage situations involving different groups of people.</p> <p>Able to work to deadlines.</p> <p>Have effective communication and good interpersonal skills.</p> <p>Work well as part of a team.</p>		<ul style="list-style-type: none"> • Application • Interview • Test
TRAINING	Willing to undertake job related		

	training.		
Other	<p>Commitment to equal.</p> <p>A desire to do something worthwhile for young people, to understand their needs and gain insights into how they think.</p>		<ul style="list-style-type: none"> • Application • Interview

Compiled by: _____ DATE: _____

(Shortlisting/Interviewing Panel): _____ DATE: _____

Hodge Hill Girls' School is committed to safeguarding and promoting the welfare of children and expect all staff and to share this commitment. The successful candidate will be subject to all necessary pre-employment checks, including: an enhanced DBS; Prohibition check; Childcare Disqualification (where applicable); qualifications (where applicable); medical fitness; identity and right to work. All applicants will be required to provide two suitable references.

**ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE CITY COUNCIL'S
EQUAL OPPORTUNITIES POLICY.**