



# THE BARCLAY SCHOOL

## **Job Description – Exam Invigilator** *Join the new team and make a real difference!*

**Variable Hours Contract: H1 (H2 with experience and responsibility)**

**Hourly rate: Approx £7.80**

**Closing Date: Monday 20<sup>th</sup> March at 9am**

We seek to expand our team of Invigilators and require people who are team players and are responsible, reliable, calm and flexible. You will work under the guidance of the Examinations Officer to invigilate exams, perform amanuenses, set up exam rooms, process exam papers and follow exam regulations. Full training will be provided on Wednesday 29<sup>th</sup> March 2017.

### ***The Barclay School is on the way up!***

*The Barclay School has been chosen to be the first secondary school in the new Herts for Learning Multi Academy Trust*

*This is a great opportunity to make a positive contribution to the lives of young people.*

*Come and join a transformative team at The Barclay School where you can make an immediate and real difference alongside a totally committed and dedicated group of professionals.*

*With a new leadership team, new organisation and additional funding, The Barclay School is already on the journey to outstanding status. You can help take us there!*

### **JOB OUTLINE**

To conduct and supervise internal and external examinations for students in a professional manner ensuring that all JCQ regulatory requirements for the integrity and security of the examination papers and procedures are strictly adhered to during examination sessions.

## MAIN AREAS OF RESPONSIBILITY

Specific responsibilities of an examination invigilator include:

### Main duties

1. To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and [insert centre name] instructions.
2. To play a “key role in upholding the integrity of the external examination/assessment process” [JCQ [ICE 6](#)]

### Before exams

- To report to the exams officer prior to each exam session
- To keep exam papers and materials secure before, during and after exams
- To ensure exam rooms are set out to standard
- To admit candidates into exam rooms
- To identify, seat, and instruct candidates in the conduct of their exams
- To distribute the correct exam papers and materials to candidates
- To deal with candidate queries

### During exams

- To supervise candidates at all times and be vigilant throughout exams
- To keep disruption to a minimum
- To deal with emergencies or irregularities effectively
- To record/report any disruption or irregularities
- To complete attendance registers
- To deal with candidate queries

### After exams

- To collect exam scripts
- To dismiss candidates from the exam room
- To “*check that the names on the scripts match exactly the details on the attendance register*” [JCQ [ICE 6](#)]
- To securely return all exam scripts and exam materials to the exams officer

### Other

- To attend training, refresher or review sessions as required
- To undertake, where required and where able, other duties requested by the exams officer, for example
  - Supervision of clash candidates between exam sessions
  - Facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
  - Exams-related administrative tasks

## EQUALITIES

Be aware of and support difference and ensure that the school’s equalities and diversity policies are followed.

## **HEALTH AND SAFETY**

Be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

## **CRIMINAL RECORDS BUREAU**

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service (DBS) as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and Barring Service (DBS) check is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

Invigilators will need to attend an update meeting in person at least every 3 months to ensure the terms of the DBS are adhered to.

## **SAFEGUARDING**

During the interview the candidate's ability to perform the duties of the post will be clarified and issues relating to the safeguarding and welfare of children will be explored. These issues will include the following:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviours;
- Attitudes to use of authority and maintaining discipline.

## **ADDITIONAL INFORMATION**

The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development as required by the schools' policies and practices.

**\*\* The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be considered necessary by the Examinations Officer or Senior Leadership Team\*\***

*If you are short-listed, any relevant issues arising from references will be taken up at interview.*

*The Barclay School operates a recruitment process that is designed to safeguard our students. This means that all applicants must complete, in full, a Hertfordshire County Council Job Application form and they must be submitted by the closing date. Electronic applications must be signed when an applicant attends for interview. CVs will not be considered. We will short-list candidates following the closing date and call for references. Candidates for interview will be notified by telephone and/or email.*

## PERSON SPECIFICATION

This person specification lists the qualifications, experience, knowledge, skills, abilities and personal qualities of the person required to undertake the post. Applicants should provide evidence to demonstrate their suitability for the position and how they meet the job requirements when they complete the person specification form. This will be used when drawing up a shortlist of candidates.

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>		GCSE English and Maths grade C and above
<b>Job Experience and Knowledge</b>		Experience is not required, as training will be provided, although applicants will be asked to declare if they have invigilated previously elsewhere. Previous roles which required a level of responsibility and initiative
<b>Skills, Abilities and Competencies</b>	Ability to follow written and verbal procedures to carry out tasks within strict guidelines Ability to work individually or as part of a team Awareness of data protection issues Attention to detail	
<b>Personal qualities, attributes and attitude</b>	Ability to cooperate with the Examinations Officer and other team members Have effective communication skills Positive approach to the school, staff and students maintaining confidentiality both inside and outside the school and representing the school in a positive light Flexibility of working hours at key exam periods Be confident and a reassuring presence to candidates in exam rooms	