

ST PAUL'S CATHOLIC COLLEGE
CASUAL EXAM INVIGILATOR
JOB DESCRIPTION

Location: St Paul's Catholic College, Burgess Hill

Job Title: Casual Exam Invigilator

Grade: Grade 4 Point 5

Times of Work: Casual contract. Hours by arrangement during internal and external examination periods.

Qualifications: Not required and training will be provided.

Post Accountable to: Exams Officer

Grievance Officer: Assistant Headteacher

Job Overview

Supporting the college in conducting examinations in accordance with JCQ, awarding body and College instructions

Terms & Conditions

Hours of Duty: Casual hours in agreement with the Exams Officer. Invigilators are required throughout the year, with particularly busy periods during January, May and June. Applicants must be free to invigilate throughout these months, with a minimum availability of four exam sessions (morning or afternoon) per week.

Overtime: Not applicable.

Annual Leave: As your contract is casual you will not have a holiday entitlement, but will receive holiday pay equivalent.

Confidentiality: The post-holder is required to respect the confidentiality of all matters relating to the school, students and staff.

Probationary Period: The post is subject to references and the satisfactory completion of a six-month probationary period.

Experience and skills required

Experience is not required, as training will be provided, although applicants will be asked to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them.

An ideal candidate will have:

- a willingness to acquire new knowledge and skills
- a willingness to work flexibly
- effective verbal and written communication skills
- a confident and reassuring manner in exam rooms

Main duties

- To conduct examinations in accordance with JCQ, awarding body and St Paul's Catholic College instructions
- To play a key role in upholding the integrity of the examination/assessment process

Before exams

- To report to and be briefed by 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 according to the instructions
- 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
- To start exams

During exams

- To supervise and observe candidates at all times and be vigilant throughout exams
- To keep disruption in exam rooms to a minimum
- To deal with emergencies or irregularities effectively
- To record/report any incidents, disruption or irregularities
- To complete attendance registers
- To deal with candidate questions according to the regulations

After exams

- To instruct candidates in finishing their exams and to collect exam scripts and exam materials
- To dismiss candidates from the exam room
- To check candidate's names on scripts match the details on the register
- To securely return all exam scripts and exam materials to the exams officer

Other

- To attend training, update or review sessions as required
- To undertake, where required and where able, other duties requested by the exams officer, for example
 - Supervision of exam timetable clash candidates between exam sessions
 - Other exams-related administrative tasks

General

- St Paul's Catholic College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Any successful applicant will be required to undertake a Disclosure and Barring Service (DBS) check.
- The post-holder should be aware of and comply with and assist with the development of policies and procedures relating to child-protection, confidentiality and data protection, and report any concerns to an appropriate person.
- The post-holder should be aware of and support difference and ensure equal opportunities for all.
- The post-holder is expected to support the overall ethos, aims and work of the college.