



HIGHFIELDS SCHOOL

Boundary Way, Penn,
Wolverhampton WV4 4NT
Tel: 01902 556530
Email: enquiries@hswv.co.uk
NOR 1751 SIXTH FORM 351

EXAM INVIGILATORS

Required as soon as possible

NJC Grade 2 (starting at £13.28 per hour)

Non-Contracted (Casual) Hours

We wish to appoint individuals to support the supervision of school examinations. We would particularly welcome applications from those who are confident invigilating in smaller venues to support students requiring access arrangements, including scribing and reading for candidates when required. Previous experience is not necessary, appropriate training will be provided.

Highfields is a successful and heavily over-subscribed school situated on the pleasant west boundary of Wolverhampton.

We offer:

- A vibrant and exciting comprehensive school which is culturally and ethnically diverse
- Excellent examination results
- A broad, balanced and innovative curriculum
- Well-behaved students who are eager to learn
- Supportive parents who want the best for their children
- A large Sixth Form
- Excellent CPD opportunities at all levels

Should you wish to contact us for further information please email: Mrs D Green, Exams Officer – dgreen@hswv.co.uk

How to Apply

Please download a copy of the school's Support Staff Application form from our website (<https://hswv.co.uk/support-staff-vacancies>) and return by email to recruitment@hswv.co.uk.

Closing date: This advert is ongoing – please submit your application at your earliest convenience.

Interviews: To be advised to successful applicants

Highfields School is committed to safeguarding and promoting the welfare of children and young people

This post is subject to satisfactory pre-employment checks including an Enhanced DBS Check and 2 very good references. For full details, please see our Recruitment Privacy Notice available from our Trust website: <https://www.lykos.org.uk/our-trust>



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Job Description

Post Title:	Examination Invigilator/Reader/Scribe
Purpose:	To provide support to the examination process and adhere to the JCQ Rules and Regulations.
Reporting to:	MIS Officer – Exams, IMS Manager, Senior Invigilators
Responsible for:	Not applicable
Liaising with:	IMS Team, Teaching staff, students
Working Time:	Non-contracted (casual) hours
Salary/Grade:	Grade 2
Disclosure level:	Enhanced

Exam Invigilation

- Support the Senior Invigilators with the day-to-day operation of examination venues.
- Assist with setting up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures.
- Assist candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues.
- Ensure that candidates do not talk once inside examination venues.
- Invigilate during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures.
- Check attendance during examinations.
- Record details of late arrivals.
- Escort candidates from venues during examinations as required.
- Collect and collate scripts at the end of the examination in accordance with strict procedures, as directed by the Senior Invigilator.
- Supervise candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in a quiet and orderly manner.

Scribing

- Invigilate in separate rooms to accommodate students requiring access arrangements e.g. reader, TLC, word processors.
- Scribe/type and/or read for the candidate in accordance with the JCQ Rules and Regulations, usually on a one to one basis.
- Record accurate information on registers in accordance with procedures.
- Securely deliver exam scripts to and from venue in accordance with strict procedures.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Signed: Date:
Headteacher

Signed: Date:
Member of staff



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EXAMINATION INVIGILATOR / READER / SCRIBE PERSON SPECIFICATION

QUALIFICATIONS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
GCSE English and Maths (or equivalent)		✓	Application Form

EXPERIENCE	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Experience of working in an educational setting		✓	Application Form Interview References

SKILLS / KNOWLEDGE	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
An understanding of the examination processes		✓	Application Form Interview
Effective written and verbal communication skills	✓		Application Form Interview References
Flexible approach to people and situations	✓		Application Form Interview References
Ability to use own initiative appropriately	✓		Application Form Interview References
Work constructively as part of a team	✓		Application Form Interview References

OTHER	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Has a commitment to Safeguarding and promoting the welfare of children	✓		Application Form Interview References
Accuracy and attention to detail	✓		Interview
Flexible approach to work	✓		Application form Interview
Ability to relate to academic staff and students	✓		Application form Interview
Ability to work under pressure and to tight deadlines	✓		Application form Interview