

THE HOLT SCHOOL

Holt Lane
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www.holt.school.co.uk

Examination Invigilators

Grade 3: £14.65ph

Hours will vary according to need

Casual contract

The Holt is a popular and oversubscribed 11-16 girls and 16-18 co-ed comprehensive school, which converted to academy status in July 2011. The school was judged 'outstanding' by Ofsted in March 2023; there are 1459 students on roll (262 in the Sixth Form).

We would like to recruit a number of Examination Invigilators to assist in the smooth running of exams throughout the year but predominantly in May and June. Successful applicants must be available between 8.30 am – 3.30 pm Monday to Friday.

Duties include supervising students taking mock and public examinations, preparing the exam rooms and distributing and collecting exam papers. You will assist the Examinations Manager in running exams according to school and exam board requirements.

This is a great opportunity to support our students at a vital time in their education.

Applicants should be reliable and have good attention to detail. They should also look forward to working with young people, be good listeners and communicate well with colleagues. Experience is preferred but not necessary as full training will be given. The person needs to be flexible, able to communicate well with staff, students, visitors and contractors. The successful candidate will be a team player and work to a high standard.

Further information and our application form are available to download from the school [website](#)

Please note that CVs will not be accepted: you must complete the application form.

Prospective applicants are encouraged to contact Stephanie Griffin, Examinations Manager, for more information about this post: s.griffin@holt.wokingham.sch.uk

The Holt School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced Disclosure and Barring Service check.

Applications will be reviewed as they are received and the interviews arranged accordingly

THE HOLT SCHOOL JOB DESCRIPTION



Job Title: Exam Invigilator	Name:	
Reports to: Exams Manager	Issued:	
Grade/Pay Scale:	Hours of work/FTE:	Subject to prior agreement with exam Officer
Employment Status On timesheet		
	Work Pattern:	To arrive 30mins before start of scheduled examination.

General requirements

- Experience of invigilation is not required as training in the role and duties of an invigilator will be provided
- Invigilators are required to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them
- Invigilators are required to confirm their availability in advance of main exam periods
- Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times

An ideal candidate will:

- be reliable, flexible and readily available during main exam periods
- have effective communication skills and good interpersonal skills
- work well as part of a team
- be confident and a reassuring presence to candidates in exam rooms
- be able to give instructions and manage situations involving different groups of people
- have basic IT skills (familiar with use of email, mobile phone messaging etc.)

Main duties

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and The Holt School regulations and instructions
- To have a key role in upholding the integrity and security of the examination/assessment process

Before exams

- Report to and be briefed by the exams manager 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
- Deal with candidate questions
- Start exams

During exams

- Supervise and observe candidates at all times and be vigilant throughout exams
- Deal with emergencies or irregularities effectively
- Record/report any incidents, disruption or irregularities
- Complete attendance registers
- Deal with candidate questions 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
- Securely return all exam scripts and exam materials to the exams officer

Other tasks

- Undertake training, update and review sessions as required
- (prior to invigilating any exam in a new academic year) Undertake relevant online invigilator training and assessment for that 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'

This job description is not intended to be a comprehensive definition of the post and will additionally include any task which the Co-Headteacher may reasonably require the post holder to complete as part of the role. It will be reviewed annually and may be subject to modification or amendment after consultation

Signed: Date:
 Post Holder

Signed: Date:
 Co-Headteacher