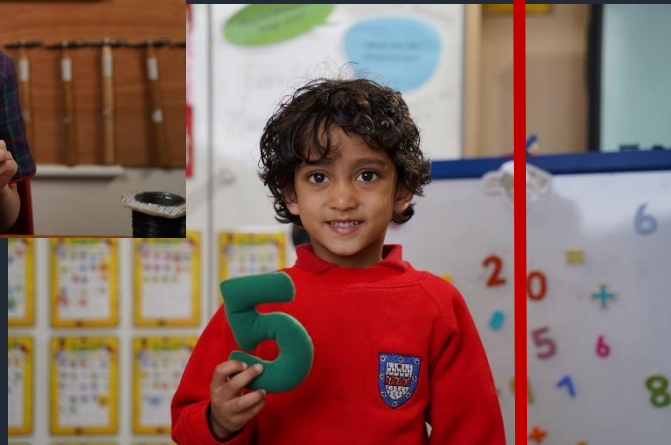




WOODBIDGE
SCHOOL

Work With Us Exam Invigilator

Application Pack



Exam Invigilator

£13.13 per hour including holiday pay

We are seeking to appoint Examination Invigilators to support the Examination Officer in the operational aspects of internal and external examinations, in accordance with regulations and procedures laid down by the Joint Council for General Qualifications (JCGQ) at various times throughout the academic year.

No specific formal qualifications are required for these posts, but successful candidates will be educated to GCSE level or equivalent. You will also have a disciplined and methodical approach to work, with excellent attention to detail.

The nature of examinations means that you will be required to remain alert and attentive for the duration of the session. You will require knowledge of requirements for the conduct of examinations, for which full training will be provided.

For full details of the job role and information on how to apply, please go to the School's vacancy pages <https://www.woodbridgeschool.org.uk/about/vacancies/>

If you would like an informal discussion prior to submitting your application, please contact Sam James, on 01394 615000.

Closing date for applications: This is an open advert however please submit your application without delay as applications will be reviewed on an on-going basis and interviews set up accordingly.

Woodbridge School is committed to safeguarding and promoting the welfare of children and young people and successful candidates will be subject to an enhanced check from the Disclosure and Barring Service (DBS).



Job Description

Job Title: Exam Invigilator

Department: Examinations

Hours: Variable hours

Accountable to: Examinations Officer

Job Purpose:

The invigilator is the person in the examination room responsible for conducting a particular examination session in the presence of the candidates. Invigilators have a key role in upholding the integrity of the external examination/assessment process. You will be reporting to the Examination Officer and will be liaising with the Examination Administrator, academic staff, and students, therefore experience of working or studying in a higher education environment is essential. The role of the invigilator is to ensure that the examination is conducted according to the JCQ Instructions for Conducting Examinations, in order to:

- Ensure all candidates have an equal opportunity to demonstrate their abilities.
- Ensure the security of the examination before, during and after the examination.
- Prevent possible candidate malpractice.
- Prevent possible administrative failures.

Key Responsibilities:

To support the Examinations Officer with the day-to-day operation of examinations, you will be responsible for the following:

- Attend training/feedback sessions with examinations team and other invigilators.
- Attend safeguarding and child protection training.
- To complete Disclosure and Barring Service registration and provide access to this for Woodbridge School via the DBS Update Service. The annual subscription costs are to be met by the Invigilator.
- To comply with all directions issued by the Examination Officer
- Liaise with the Examinations Assistant for the planning of invigilation for each examination series.
- You may be required to provide invigilation on a one-to-one basis in separate accommodation to candidates who have access arrangements.

Preparation of Examinations

- Preparation of the examination room prior to an examination following JCQ regulations.
- Check the nominated examination room is set out suitably to receive the expected number of examination candidates.
- To ensure candidate name cards are used for all examinations and are set out in attendance register order.
- Identify and supervise or make supervision arrangements for candidates with a clash of examinations.

Invigilation Duties

- Conduct the examinations in conjunction with JCQ regulations and Woodbridge School's examination policy. (A copy is supplied within each examination room and discussed at training).
- To ensure that only candidates officially entered for the examination are permitted to sit the examination with help of Examinations Officer/a member of teaching staff.
- Checking and identifying access students and their arrangements and completing extra timecards for each appropriate access student.

- Being responsible for the security of the examination papers from receipt until delivery to the examination team.
- Making announcements to candidates at the start of the examination (when required).
- Starting examinations clearly stating time commenced and finishing times (when required).
- Supervision of all candidates at all times during examinations to prevent cheating and distractions.
- Being vigilant and remain aware of emerging situations and dealing with any issues whilst the examination is in progress; knowing how to resolve these in accordance with the JCQ regulations.
- Move around the examination area quietly and at frequent intervals without disturbing students. (Soft shoes must be worn.)
- Maintain the security before, during and after of the examination and examination room and logging any incidents/breach of regulations and report to examinations office.
- Clearing of the examination room removing all items to secure storage and/or examinations office.

Liaising/Assisting with students

- Directing of candidates to seats, quietly under examination conditions. Students are expected to enter the examination room in silence and sit in silence.
- To ensure that students bring only the appropriate equipment into the examination room and ensure they are supplied with examination scripts, answer books and other appropriate equipment.
- Dismissing of candidates in a silent orderly manner, patrolling outside area's if invigilation numbers allow

Examination Administration

- Attendance register and seating plans are accurately and legibly completed for each examination.
- The secure collection and collation of scripts answers papers, additional answer sheets and examination stationery before candidates leave the room.

Any other duties may be reasonably allocated by the Examinations Officer or Head.

General Responsibilities:

Health and safety

You have a legal duty to take reasonable care of your own health and safety and that of others and you are expected to be familiar with and adhere to the Foundation's/School's Health and Safety Policy.

Child Protection/Vulnerable Adults Statement

The School/Foundation is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. You will be expected to support this approach in the context of your role and to adhere to and always ensure compliance with the school's Child Protection Policy Statement. If in the course of carrying out your duties you become aware of any actual or potential risks to the safety or welfare or children in the school, you must report any concerns to the school's child protection officer or to the Headmaster.

Brand Values

Ensure your work, communication and approach conforms to the brand values and house style of the School and the wider Seckford Foundation.

Keep up to date, and comply with the Foundation's Rules, Policies and Procedures at all times, as detailed on the School Intranet.

Person Specification

Education and Qualifications	E	D
Effective oral/written communication skills and numeracy	√	
Knowledge and Experience		
Experience of working or studying in a higher education environment		√
An understanding of examination processes	√	
Skills		
Good communication skills are required for liaising with students and academic staff.	√	
Good IT and office skills	√	
Ability to work within a team and at times alone using own initiative.	√	
Safeguarding		
All staff are expected to evidence their commitment to promoting the health, welfare and safeguarding of children.	√	
All staff are expected to evidence their commitment to promoting the health, welfare and safeguarding of vulnerable adults.	√	
Evidence of a commitment to promoting the health, welfare and safeguarding of children.	√	
Be able to complete a DBS Registration	√	
Personal Qualities		
Accuracy and attention to detail	√	
Willingness and ability to be flexible in order to be available during the examination series	√	
Ability to relate to academic staff and students	√	
Ability to work under pressure and to tight deadlines.	√	
To be highly organised with good timekeeping.	√	
Hours are varied and therefore a flexible approach to work and good availability are required during the examination series.	√	

Benefit Statement

Benefits	<ul style="list-style-type: none">• Free parking• Complimentary lunch is available when the Dining Room is in operation• Access to the Employment Assistance Programme
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Information for applicants

To apply, please complete the application form. Application forms can be downloaded from the School's website: www.woodbridgeschool.org.uk/about/vacancies/

Please apply preferably by email, stating Exams Invigilator in the title line to recruitment@seckford-foundation.org.uk

If you are unable to apply by email then please post your application, marking "Private and Confidential" to the People Team at:

Woodbridge School
Marryott House
Burkitt Road Woodbridge
Suffolk
IP12 4JJ

All information will be treated as strictly confidential.

If you have any questions or enquiries regarding the application process, please contact the People Team via reception on 01394 615170.

All appointments are subject to the usual pre-employment checks to meet vetting and barring requirements. For more information about the application and vetting process please refer to the Explanatory Notes provided.

Woodbridge School is committed to safeguarding and promoting the welfare of children and young people and all applicants must be willing to undergo child protection screening appropriate to the position, including checks with past employers and the Disclosure and Barring Service.