

## Job Description

<b>Post:</b>	Invigilator
<b>Salary:</b>	Casual claim – Grade 4 point 4, £9.81 per hour (plus holiday pay supplement of 12.07%)
<b>Reporting to:</b>	Examinations Officer

Hours of work are by negotiation during each external and internal exam series

### Experience

Experience is not required, as training will be provided, although applicants will be asked to declare if they have invigilated previously elsewhere.

The ideal candidate will:

- be flexible
- have effective communication skills
- be confident and a reassuring presence to candidates in exam rooms

### Main duties

1. To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and John Mason School's 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 exam regulations
- 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 on the Daily Diary
- To complete attendance registers
- To deal with candidate queries

### **After exams**

- To collect exam scripts in candidate number order
- To dismiss candidates from the exam room

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- To check the exam papers have all been filled in correctly with candidate name and number on
- To securely return all exam scripts and exam materials to the exams officer
- To return the exam box and folder to exams officer

### **Other**

- To attend training, refresher or review sessions as required
- To undertake, where required and where able, other duties requested by the Examinations 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

### **Safeguarding**

Abingdon Learning Trust is committed to safeguarding and promoting the welfare of children. All staff must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

The points below are a requirement for the postholder of this position:

- A knowledge and keen awareness of Safeguarding matters and an ability to demonstrate personal values and beliefs in accordance with the Trust's Safeguarding Policy
  - Display commitment to the protection and safeguarding of children and young people
  - A strong appreciation of child protection issues and the capacity of acting in accordance with the Trust's Safeguarding policy
  - Reading, understanding and following all aspects of the Trust's Safeguarding policies and processes
  - Comply with safeguarding training expectations
- \* Your employment is directly with The Abingdon Learning Trust (the Trust). Your main place of work will be John Mason School but you may be deployed to work at any school within the Trust and carry out those duties that may be reasonably required in relation to such deployment. This will depend upon the role, timetabling and organisational needs of the schools in the Trust and your own individual professional development needs. Any change to your main place of work will be discussed and agreed with you, in advance.

Signed: (employee):

Date:

Signed: (on behalf of the Academy):

Date: