



THORNTON

Job Description **Examinations Invigilator**

School Mission Statement

To educate young people to meet the challenges of life courageously, to use their talents to the full, and to live the values of Christ's Gospel.

School Aims

1. To foster students' academic, physical and spiritual growth; in order that we ensure that our young people are happy, confident individuals who are well prepared for life in a rapidly changing world.
2. To enable our students to discover their true potential and to work towards their full development; in order that we encourage students to see themselves and what they have to offer in the context of the wider community.
3. To enable students to grow in the knowledge and love of God; in order that we encourage them to serve Him in others and to spread the knowledge of Gospel Values.

Key Skills Necessary to Fulfil Role:

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.

Person Specification:

(an ideal candidate will)

- be flexible and reliable
- have effective communication skills
- be confident and a reassuring presence to candidates in exam rooms
- pay attention to detail
- follow written and verbal instructions, knowing when to refer issues to the Examinations Officer
- be a team player
- able to use initiative as appropriate to the work being undertaken
- be qualified to secondary level school GCSE or equivalent

Main duties

1. To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Thornton College instructions.
2. To play a key role in upholding the integrity of the examination process:
 - a) ensuring all candidates have an equal opportunity to demonstrate their abilities
 - b) ensuring the security of the examination, before, during and after the examination
 - c) prevent possible candidate malpractice
 - d) prevent possible administrative failures

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

During exams

- To supervise 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 disruption or irregularities
- To complete attendance registers
- To deal with candidate queries

After exams

- To collect exam scripts
- To dismiss candidates from the exam room
- To check candidates' names on scripts match the details on the attendance register
- To securely return all exam scripts and exam materials to the exams officer

Other

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

All staff are responsible for promoting and safeguarding the welfare of students at Thornton College by ensuring compliance with the school's Safeguarding and Child Protection Policy at all times. It is a requirement of all staff to report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead.

All staff are required to undertake whatever else may reasonably be requested by the Headteacher or Bursar in support of the Aims of the School. Job Descriptions are subject to annual review.

Working Conditions:

Pay Rate: £12.65 gross per hour

Hours of Work -to be determined by the examination timetable. Usually within the school day.
Monday to Friday.