



## Job Description

<b>Job Title:</b>	<b>Examinations Invigilator (Casual)</b>
<b>Department:</b>	<b>School Office</b>
<b>Responsible to:</b>	<b>Examinations Officer</b>
<b>Last reviewed:</b>	<b>November 2023</b>

### Job Outline

You will be one of a number of individuals who form a bank of Examination Invigilators that may be called upon throughout the year to provide occasional assistance within the School. The length of the sessions can vary, although the post-holder would be required to be available for the beginning of each session and for its duration.

If you are considering this position, please be advised that, as and when work is offered, we are ideally looking for people who can commit to at least four sessions within any one week. Please note, the number of sessions per week can vary week on week and there may be no sessions offered at all. Normal working hours will vary between 8.30am and 5.00pm. It may be necessary however to work outside of these hours for some examinations.

The primary objectives are to support the Examinations Officer with the day-to-day operations of examinations and to ensure a calm environment to give the pupils the best possible opportunity to be successful. In addition, the post-holder will need to be familiar with the JCQ ICE booklet, CIE instructions and the conduct of IB Diploma Programme examinations' and help ensure that the conduct of the exam takes place within these guidelines.

### Purpose

The purpose of this job description is to set out the current principal duties of the post. It does not detail every individual task, and employees are required to undertake such tasks and duties as are allocated to them from time to time in accordance with the role. This job description will be reviewed annually as part of the School's annual performance review process.

### Duties

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), Cambridge International Examinations (CIE) and International Baccalaureate Organisation (IBO) awarding bodies and the School's instructions.
- To assist with setting-up examination venues by laying out the correct materials and examination papers in accordance with strict procedures.

#### Before exams:

- report to and be briefed by the Examinations Officer/Lead Invigilator prior to each exam session.
- keep confidential exam papers and materials secure before, during and after exams.
- ensure exam rooms are set out according to the instructions.
- admit candidates into exam rooms.
- identify, seat, and instruct candidates in the conduct of their exams.
- distribute the correct exam papers and materials to candidates.
- handle candidate queries.
- start exams if required.

#### During exams:

- supervise and observe candidates at all times and be vigilant throughout exams.
- keep disruption in exam rooms to a minimum and not to engage in discussion.
- invigilate actively with regular patrols of the examination venue.
- deal with emergencies or irregularities effectively.
- record/report any incidents, disruption or irregularities, specific pupil timings (rest breaks).
- complete attendance registers.

#### After exams:

- be aware of differing exam finish procedure (e.g., 5-minute end warning).
- instruct candidates in finishing their exams and to 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 Examinations Officer.

#### Other

- attend training, update or review sessions as required.
- undertake, where required and where able, other duties requested by the Examinations Officer, for example:
  - supervision of exam timetable clash candidates between exam sessions
  - facilitating access arrangements for candidates, for example as a reader, scribe etc.
  - other exams-related administrative tasks

#### **Other Requirements**

##### *Safeguarding and Child Protection*

All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

### *Health and Safety*

In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.

Employees must also adhere to any requirements arising from, or relating to, any relevant risk assessments, Control of Substances Hazardous to Health (COSHH), PPE, and manual handling. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

### *Equality, Diversity and Inclusion*

Employees must comply with the School's equality, diversity and inclusion policies and practices in force from time to time and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

### *Code of Conduct*

Employees at Haileybury are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the School's positive ethos and culture, and must act in accordance with the School's Staff Code of Conduct.

### *Data Protection*

All employees must comply with the School's Data Protection Policy, and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.

## Examinations Invigilator (Casual) Person Specification

	Essential	Desirable
<b>Qualifications</b>		
Good general level of education (to GCSE level or equivalent)	✓	
<b>Knowledge, Skills and Experience</b>		
Excellent organisational and time management skills	✓	
Good literacy and numeracy skills	✓	
Excellent written communication skills	✓	
<b>Personal Attributes</b>		
Ability to understand and operate in a school environment		✓
Ability to stay calm when working in a high-pressure environment	✓	
Ability to work unsupervised and use own initiative	✓	
Willingness to work flexibly when required	✓	
Conscientious, reliable and committed with excellent time-keeping	✓	