



WOODFORD COUNTY HIGH SCHOOL FOR GIRLS

High Road, Woodford Green, Essex IG8 9LA

Tel: 020 8504 0611

Email: recruitment@woodford.redbridge.sch.uk

Website: www.woodford.redbridge.sch.uk

Roll 1245 pupils inc. 352 in the Sixth Form

11 – 18 Community Grammar School

EXAM INVIGILATORS (CASUAL)

Scale: LBR1c Pt.03 - £12.79 per hour

We are seeking to appoint Exam Invigilators to work on a casual basis to support our Examinations Officer and Senior Invigilators with the supervision of our students and the setting up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures, whilst closely following and enforcing examination procedures and regulations.

The posts will operate on a supply (occasional) basis in term time only, starting in January 2024 to support the mock examination period. All exam invigilators will be required to undertake full training for this position. Training will be provided in December 2023.

Key responsibilities will include:

- Organising examination seating plans as required.
- Distribution and retrieval of examination papers.
- Reading out examination instructions.
- Recording start and finish times and initiating the start and end of examinations.
- Completing student attendance register.

(Full details can be found in the attached Job Description and Personal Specification)

You will possess good communication skills, be reliable and punctual with the ability to keep calm and maintain an air of authority. Previous experience of working in a school environment would be beneficial.

Applications can be submitted by post or email (to recruitment@woodford.redbridge.sch.uk) and must include the completed London Borough of Redbridge application form. Applications by CV will not be considered.

Closing date for applications: Monday 13th November 2023 (9am)

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

LONDON BOROUGH OF REDBRIDGE

JOB DESCRIPTION

POST: **Exam Invigilator** **Responsible to Exams & Data Administrative Officer**

Salary Range: Casual Post: As required (term time only),
 LBR: 1c Point 3: £12.79 per hour

1. Principal Responsibilities:

- Support the Examinations Officer and Senior Invigilators with setting up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures
- Closely follow and enforce examination procedures and regulations

2. Specific Responsibilities:

- Assist candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues
- Ensure that candidates do not talk once inside the examination venues
- Invigilate during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with procedures
- Check attendance during examinations
- Record details of late arrivals and early leavers and collect scripts from early leavers
- Distribute extra writing paper during the examination
- Escort candidates from venues during the examination (i.e. toilet breaks) as required and supervise candidates whilst outside examination venues ensuring no unauthorised material is consulted and that examination regulations are observed at all times
- Supervise candidates with examination clashes
- Collect, collate and deliver scripts at the end of the examination in accordance with strict procedures
- Supervise candidates leaving the examination venues, ensure that candidates do not remove equipment or stationery from the venues without authorisation and ensure that candidates leave the venues in an orderly and quiet manner.
- Scribing for students with special needs
- Undertake training and development activities relevant to the position
- Maintain confidentiality and observe data protection and associated guidelines where appropriate
- Carry out other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.

3. Liaison

- Invigilators **must not** engage in discussion with any candidates over an exam query
- Invigilators **must not** challenge pupils if a malpractice is suspected
- Invigilators **must** report any suspected matters of malpractice to a Senior Invigilator or the Examinations Officer

Person Specification:

- Good communication skills
- Reliable and punctual
- Polite, friendly and flexible approach to work
- Integrity
- Ability to follow instructions
- Ability to keep calm and maintain an air of authority
- Previous experience of working in a school environment would be beneficial. All exam invigilators will be required to undertake full training for this position.
- Availability to work on a supply basis

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