

Exams Invigilator

Responsible to: Exams Officer	Salary: Grade 5 Point 5 £12.18ph plus holiday pay
Hours: Casual Claim basis during the exam period	Duration: Casual Basis
Location: The Warriner School	

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 The Warriner School instructions.
2. To play a "key role in upholding the integrity of the external examination/assessment process

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 standard
- To admit candidates into exam rooms
- To seat candidates
- 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

- To complete attendance registers
- To deal with candidate queries

After exams

- To collect exam scripts
- To dismiss candidates from the exam room
- To securely return all exam scripts and exam materials to the exams officer

Other

- To attend training, refresher or review sessions as required. These usually take place in September.
- 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 schools within the Warriner Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment. The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including an enhanced DBS check and satisfactory references. Please be aware that, we may carry out an online search, on shortlisted candidates only, in line with Keeping Children Safe in Education in order identify any incidents or concerns which are publicly available online. The Warriner Multi Academy Trust is an equal opportunities employer. It is an offence to apply for certain roles within schools if you are barred from engaging in regulated activity relevant to children. This post is exempt from the Rehabilitation of Offenders Act (1974).