



THE BISHOPS' BLUE COAT CHURCH OF ENGLAND HIGH SCHOOL

EXAM INVIGILATOR / ASSISTANT

£11.59 per hour

Required ASAP

This is an excellent opportunity for a part-time flexible role to support the school at various times during the year. There are approximately 16 weeks between November and July during which Seasonal Examination Invigilators and Assistants are required. As well as invigilating external exams, we support our students in their preparation for exams by also having invigilators in some of the internal exams.

These roles are crucial to the smooth and efficient running of the exam process and to our students achieving their best possible performance.

The post holder will have a calm and professional manner and must also be able to communicate effectively with both candidates and other members of staff, whilst maintaining examination integrity. They will be flexible and a good team player.

Sessions usually start at 8.30am or 12.30pm and can be up to 3 hours each. Sessions are offered based on your availability.

If you feel you would be suited to supporting our students in either or both of these roles, please visit our website to apply. <https://bishopschester.co.uk/careers-vacancies/>

If you have any queries regarding this role, please contact vacancies@bishopschester.co.uk

Please note that successful candidates will be expected to attend a compulsory, paid training session.

Please note that we reserve the right to close this vacancy should we receive applications from a substantial number of suitably qualified candidates, therefore we recommend submitting an application as soon as possible.

The Bishops' Blue Coat CE High school is a high achieving school which enjoys an excellent reputation. We are committed to ensuring excellent learning and teaching in a caring environment. The Bishops' Blue Coat CE High School is committed to all aspects of safeguarding.

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Examination Invigilator Job Description & Person Specification

Reporting to: Examination Officer and Senior Invigilator

Purpose of job: An Examination Invigilator is responsible for the correct running of examinations, in accordance with policy and procedures.

Hours of work: You will be employed on a casual contract with hours worked to be arranged with the Examination Officer as required.

Salary: Grade 3 Point 2 £10.91 per hour (pay award pending). Minimum session pay of 3 hours.

Leads and manages: Examination Invigilators do not lead or manage other members of staff.

Job Description:

- Preparing the room, distributing examination papers according to a seating plan prepared by the examinations officer;
- Admitting candidates to the room in a quiet and orderly way;
- Ensuring that candidates are aware of the examination regulations by making announcements at the start of each exam;
- Conducting the examination according to the regulations and instructions of the Joint Examination Boards (note that more than one examination may be taking place within one examination room at one time);
- Registering the candidates present in the examination room;
- Completing the necessary paperwork for unforeseen circumstances, such as a candidate's late arrival, a candidate becoming ill, or malpractice by a candidate;
- Invigilators must be constantly vigilant when the examination is running, and must not do any other task;
- Collating papers at the end of the examination so they are ready to post and returning all materials to the examinations office;
- Invigilators and assistants are required to report to the examinations office at least 30 minutes before the start of the examination session.
- Examination assistants provide access arrangements (reader/scribe/rest breaks etc) to meet the needs of candidates. You can specify at the interview if you wish to be considered as an invigilator, examination assistant or both.

Invigilators and assistants are provided with all regulations, necessary papers, registers and seating plans for each examination.

Invigilators and exams assistants are required adhere to the school's code of conduct. In respect of appearance and dress you should dress in a professional manner, appropriate to the role of exam invigilator to promote a formal atmosphere within the exam room.

Support and Management

Our examination invigilators are supported by the school's examinations officer, the senior invigilator and members of the senior leadership team. The examinations officer is primarily responsible for ensuring that all arrangements, paperwork, seating plans and exam papers are correctly organised, and that invigilators are correctly deployed.

Invigilators work very closely with the examinations officer, for example in collecting all the writing paper, examination papers and additional equipment 30 minutes before an examination, and returning these and completed scripts at the end of the examination. Teamwork and responsibility are critical to the successful operation of examinations.

Training

We will provide induction and training for you when you start your new role, to ensure that you have sufficient basic knowledge of the school, our staff and pupils, and all examination procedures and regulations.

Person Specification - Examination Invigilator and Examination Assistant

You should enjoy working as part of a team. You should be interested in working in a school environment and in supporting our students at this stressful time in their school career.

The post will be ideally suited to responsible, punctual, calm, organised and approachable individuals.

Required quality or experience	Essential	Desirable
Has experience with children aged 11-18 in paid or voluntary capacity		*
Is very well-organised	*	
Calm, self-controlled personality	*	
Can deal with difficult person-to-person situations	*	
Has a good basic level of education to GCSE or equivalent or higher		*
Has good, clear, communication skills	*	
Will not panic in challenging situations	*	
Understands basic elements of legal issues relating to working with children		*
Has a positive attitude to young people	*	
Reliable	*	
Punctual	*	
Can use initiative	*	
Able to "think on your feet"	*	
Present a smart, formal appearance	*	