



KING EDWARD VI GRAMMAR SCHOOL

HOLISTIC, ACADEMIC, EDUCATION

Encouraging Excellence and Nurturing Talent in Every Individual

EXAM INVIGILATORS Required As Soon As Possible

King Edward VI Grammar School, Louth requires several Exam Invigilators for this year's public examination season which ends towards the end of June, although there would be the opportunity to continue on our invigilator list for future exam sessions.

Invigilators may not be required every day and therefore hours and days can be by negotiation.

You will be required to:

- ensure the fair and proper conduct of examinations in an environment that enables a student to perform at their best and in accordance with the regulations laid down by the Joint Council for Qualifications. The invigilator must be very reliable, trustworthy and highly discrete.
- assist with setting up examination venues by laying out stationery, equipment and examination papers in accordance with regulations.
- escort candidates on toilet breaks ensuring no unauthorized material is consulted and that examination regulations are observed at all times.
- supervise candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue and ensuring that candidates leave venues in an orderly and quiet manner.

Previous experience preferred, but all applications will be considered, and training provided.

This position will close as soon as we have the required number of invigilators. Please submit your completed application form to recruitment@kevigs.lincs.sch.uk

We are committed to safeguarding and promoting the welfare of young people and expect all staff share this commitment. All posts will be subject to an enhanced DBS disclosure, medical and reference checks.



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JOB DESCRIPTION	
Invigilator	
JOB TITLE: Invigilator	
GRADE: KE1 - £10.74 per hour	HOURS/WEEKS: Casual
REPORTS TO: Data and Exams Manager	
1.	<p>PURPOSE OF JOB:</p> <p>To ensure the fair and proper conduct of examinations in an environment that enables a student to perform at their best and in accordance with the regulations laid down by the Joint Council for Qualifications. The invigilator must be very reliable, trustworthy, and high discrete.</p>
2.	<p>MAIN RESPONSIBILITIES, TASKS & DUTIES</p> <p>Acquiring a working knowledge of exam board regulations and KEVIGS' own routines and procedures.</p> <p>Assisting with setting up examination venues by laying out stationery, equipment and examination papers in accordance with regulations.</p> <p>Closely following and enforcing exam procedures and regulations, consulting the Examinations Officer where appropriate.</p> <p>Assisting candidates when they arrive at the exam venue prior to the start of examinations where necessary.</p> <p>Ensuring that regulations about possessions permitted in examination venues are adhered to.</p> <p>Invigilating during examinations, dealing with queries raised by candidates and staff and dealing with examination irregularities in accordance with procedures, consulting the Examinations Officer where appropriate.</p> <p>Being aware that on occasions, you may be the sole invigilator in an exam and have the ability to supervise candidates in a quiet and unobtrusive manner.</p> <p>Maintenance of accurate records including checking attendance during examinations and recording details of late arrivals.</p> <p>Escorting candidates on toilet breaks ensuring no unauthorized material is consulted and that examination regulations are always observed.</p> <p>Supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue and ensuring that candidates leave venues in an orderly and quiet manner.</p> <p>Collecting and collating scripts at the end of the examination in accordance with procedures.</p> <p>Maintain absolute confidentiality where appropriate in matters relating to examination paper content and the conduct or circumstances of staff and/or candidates.</p> <p>Be familiar with the document 'Instructions for Conducting Examinations'.</p> <p>To perform such other tasks as may be reasonably expected of the post of Invigilator.</p>



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3.	MANAGEMENT OF PEOPLE None
4.	CONTACTS AND RELATIONSHIPS Routine contact with staff and pupils within the School, contractors and members of the public.
5.	CREATIVITY AND INNOVATION Little for creativity and innovation.
6.	DECISIONS Limited opportunity for discretion as work is within clearly defined procedures, post holder is able to consult with the Lead Invigilator or Data and Exams Manager.
7.	RESOURCES None.
8.	WORK ENVIRONMENT Work may be carried out as directed in allocated exam venues.
a.	Physical Demands Little physical effort necessary, some standing and lifting/carrying of papers and resources.
b.	Working Conditions Some lone working may be necessary. Exposure to normal levels of dust found within a school environment.
c.	Work Context Minimal risk, post holder will have limited exposure to abuse/aggression from children, parents and carers.



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9.	KNOWLEDGE AND SKILLS Essential: <ul style="list-style-type: none">• Must have a high standard of spoken English, all communication with candidates in the examination hall is verbal• Must be able to get to the examination halls on time and be punctual and reliable• Must be able to commit themselves to working throughout the examination period agreed and confirmed prior to the shift allocation process• A good understanding of the examination process, regulations and protocol, and able to deal with difficult or urgent situations• Be numerate and able to read numbers quickly and accurately• The ability to work as part of a team• To work efficiently under the direction of the Lead Invigilation and/or Examinations Officer• Discreet• Mindful of candidates' need• Respectful of confidentiality Desirable: <ul style="list-style-type: none">• Knowledge of working in a school environment• H & S qualification• Ability to demonstrate a level of basic IT/PC skills
10.	GENERAL
Other Duties The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.	
Equal Opportunities The post holder is required to carry out the duties in accordance with School Equal Opportunities policies.	
Health and Safety The post holder is required to carry out the duties in accordance with the Schools' Health and Safety policies and procedures.	
Confidentiality Maintain confidentiality of information in line with policies and procedures.	
All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.	

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