



The West Bridgford School



Exam Invigilator Vacancy



Loughborough Road
West Bridgford
Nottingham
NG2 7FA

Tel: 0115 9744488
Email: adminoffice@wbs.school
Website: www.wbs.school

Mr T Peacock B.Sc (Hons)
Head Teacher

The West Bridgford School

27th April 2022

Dear Applicant,

Re: Exam Invigilator

Thank you for your interest in the above post. The Governors are seeking to appoint an Exam Invigilator.

Enclosed with this letter are the following:

Copy of the Advertisement
Job Description

Applicants should return the application form (CV's are not acceptable), with a letter of application.

Yours sincerely,

Staff Services Department

EAST MIDLANDS EDUCATION TRUST, A COMPANY LIMITED BY GUARANTEE.

REGISTERED IN ENGLAND AND WALES. COMPANY NO. 7530373 REGISTERED OFFICE: LOUGHBOROUGH ROAD, WEST BRIDGFORD, NOTTINGHAM

National Support School
designated by



The West Bridgford School

Loughborough Road, West Bridgford, Nottingham, NG2

7FA Head Teacher: Mr T Peacock

Tel: 0115 9744488

Email: recruitment@emet.uk.com

Secondary Roll: 1749 including 418 in Post-16

Part of the East Midlands Education Trust



EXAM INVIGILATOR

Exam Invigilator: £10.39 per hour

The West Bridgford School is looking for enthusiastic people to join our existing team of dedicated Exam Invigilators who are employed on a casual basis to supervise students during their examinations. It is important that you are reliable and punctual with a flexible approach to working and have the ability to keep calm under pressure or during unexpected circumstances. You must be able to work alone or as part of a team and must be available through the main exam season (mid-May to end of June).

Applications are preferred from people with experience in this role although training will be provided to other suitable applicants.

The successful candidate will have to meet the requirements of the person specification in order to be offered the post and will be subject to an enhanced DBS check. The school is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. We welcome applications regardless of age, gender, ethnicity or religion.

For further information, and an application pack, please visit our web site at www.emet.academy/vacancies or email recruitment@emet.uk.com

Only applications submitted on the school's application form will be considered. We do not accept applications through recruitment agencies.

JOB DESCRIPTION

Examinations Invigilator

Salary: £10.39 per hour
Responsible to: Exams & Student Services Manager
Hours of work: Casual (as and when needed)
Other information: Appointments made are subject to the receipt of satisfactory references and a clear Enhanced DBS Certificate.

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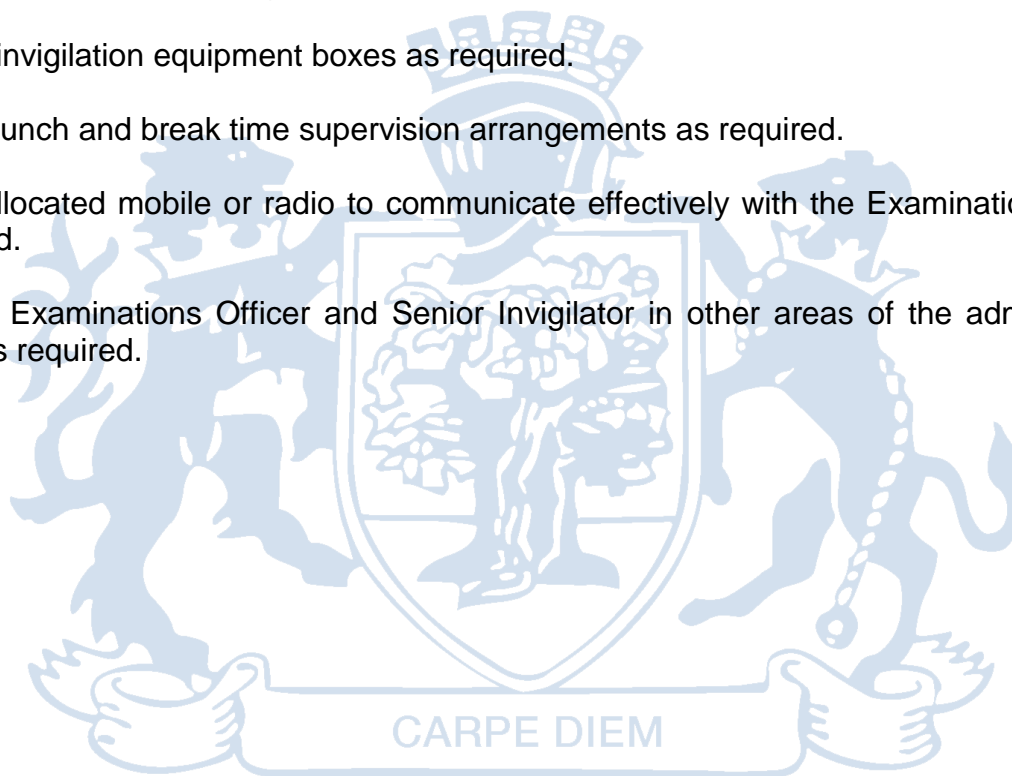
Duties and Responsibilities

Operating within the School's procedures in accordance with the statutory guidelines, School and Education Department's Policy and Practice. Understanding the implications of the Data Protection Act, Equality Act, Disability Discrimination Act and other legislation to ensure confidentiality of records and information is maintained.

To assist the Senior Invigilator in the administration and running of exams. To be familiar with JCQ's Instructions for Conducting Exams (ICE) and to uphold the integrity of the examination / assessment process. Invigilators are not allowed to carry out any other task, read or eat whilst in the exam room and they should carry out their duties as quietly as possible.

1. Assist with the setting up of the exam venue, display JCQ 'Warning to Candidates' and 'Mobile Phone' notices, distributing candidate cards, question papers and scripts according to the given seating plan.
2. Issue the correct question papers to candidates and deal with any queries that candidates may have.
3. Be prepared to start the exam in the absence of the Senior Invigilator.
4. Assist the Senior Invigilator with the recording of late arrivals by the agreed procedure, completing the relevant paper work and communicating this information to the Senior Invigilator for immediate follow up.
5. Supervise the pupils throughout the whole time the examination is in progress, giving complete attention to this duty at all times.
6. Invigilators are required to move around the exam room quietly and at frequent intervals.
7. If a breach of exam regulations occurs, refer to the Senior Invigilator and be ready to assist as appropriate.
8. Collect the completed exam scripts, question papers, formulae books, anthologies and text books at the end of the exam.
9. Sort the scripts according to the Exam Board's register which should be accurately completed in line with the awarding body's instructions.

10. Return all scripts and completed registers to the Senior Invigilator who will ensure they are kept secure until they are handed to the Examinations Officer.
11. Ensure that any loaned resources allowed in the course of the exam are collected and returned to storage or the relevant department.
12. Supervise students entering and leaving the exam room, maintaining silence if other candidates are still working.
13. Assist with the clearing of the exam room venue and return it to order ready for the next exam ensuring the confidentiality of all question papers until it is agreed they can be collected by Heads of Departments.
14. Remove any examinations signs from all exterior doors.
15. Stock the invigilation equipment boxes as required.
16. Carry out lunch and break time supervision arrangements as required.
17. Use the allocated mobile or radio to communicate effectively with the Examinations Officer as required.
18. Assist the Examinations Officer and Senior Invigilator in other areas of the administration process as required.





PERSON SPECIFICATION Examinations Invigilator



Qualifications/training

Be prepared to attend training and briefing events as required	Essential

Experience

Previous experience of working with young people	Desirable

Skills

Punctual	Essential
Reliable	Essential
Time Management	Essential

Qualities

Suitable for work with children	Essential
Remain calm under pressure and act professionally at all times	Essential
Flexible (hours of work are normally between 8.15am and 2.45pm, but working out of these hours to supervise exams finishing beyond this time is sometimes required)	Essential

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