Candidate Information

TONBRIDGE SCHOOL

EXAMINATIONS LEAD INVIGILATOR

Casual basis



JOB DESCRIPTION

Job Title Lead Invigilator – Casual basis

Reporting to Head of Examinations

Main Purpose To undertake invigilation and other examination-related duties under instruction from the Head of Examinations. The successful candidate will help to ensure a calm environment which will allow students the best possible opportunity to be successful in their exams whilst remaining vigilant.

MAIN DUTIES

- To collect examination papers and materials from the Head of Examinations and ensure that the examination room meets JCQ and CIE requirements (using the checklist provided).
- To prepare the examination room in accordance with the seating plan provided, distributing relevant papers and any associated approved materials, and get candidates into the room in an appropriate manner.
- To ensure the correct identification of all candidates and that they are all aware that they are under examination conditions.
- To ensure that the invigilation notice is read to candidates at the beginning of an exam and that candidates do not hold any unauthorised materials.
- To ensure that candidates have the correct papers, to record the start and finishing times of exams, and to ensure that the attendance register is completed accurately.
- To supervise candidates in a quiet and unobtrusive manner, distributing additional paper/equipment as required and where allowed by the specific regulations of the subject/paper being sat by the candidate.
- To respond to candidates' queries in line with JCQ/CIE regulations.
- To liaise with the Head of Examinations in the event of any problems.
- To record any issues in the incident log in the exam hall and ensure that efficient timekeeping is maintained.
- To notify candidates that the examination has finished and make sure that candidates have filled in the necessary information on their examination papers and/or answer booklets.
- To collect and collate scripts and question papers in the order shown on the attendance register, and other materials for return to the Exams Office.
- To ensure that examination conditions are maintained until all candidates have left the room and that scripts are never left unattended.
- To return all examination materials to the Head of Examinations at the end of public exams or subject heads/teachers for internal exams.
- To attend invigilator training as required annually, to ensure that current regulations are upheld. To read and be conversant with the relevant sections of both the JCQ ICE booklet and Cambridge Handbook, alongside such training.
- To have a working knowledge of Access Arrangements (AA) and how to implement them in the exam room, identifying needs from the AA cards.
- To undertake any other related duties as may be reasonably requested by your Line Manager.

CONFIDENTIALITY

The successful candidate must maintain the confidentiality of information regarding Tonbridge School and The New Beacon, its staff and its business. Information must not be communicated to other persons in or outside our Schools except in the recognised course of their duties.

SAFEGUARDING

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he or she is responsible, or with whom he or she comes into contact will be to adhere to and always ensure compliance with the School's Safeguarding and Child Protections Policy. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School he or she must report their concerns to the Designated Safeguarding Lead or to the Headmaster.

PERSON SPECIFICATION

Skills and Abilities

- Excellent verbal and written communication skills with an ability to deal with a wide range of people including pupils and staff.
- Ability to work under pressure.
- Excellent timekeeping.
- Strong administrative and organisational abilities, with a flexible approach, and a 'can do' attitude.
- Team player with willingness to support others in their roles.
- Efficient, well organised, with a flexible and professional approach, and a good sense of humour.
- A high degree of self-motivation, initiative, and drive.
- Ability to work collaboratively within a team and with staff at all levels, in a professional and friendly manner, while also demonstrating the capability to manage tasks independently.
- The ability to work on own initiative.
- A keen eye for detail to ensure accuracy in documentation and communication.

Experience and Knowledge

- An understanding of the examination process.
- Experience of working in an educational setting.

HOURS OF WORK

As requested by the Exams Officer. This will include mock examination series (one week in November, January, February and April) and the summer examination series and training.

REMUNERATION

Competitive hourly rate.

Tonbridge School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to any post, including checks with past employers and the Disclosure and Barring Service.

APPLICATION PROCESS

SUBMITTING AN APPLICATION

Full details and an application pack may be found at: **www.tonbridge-school.co.uk/jobs**
Apply via our online application form or, send your completed application form to:
hrdept@tonbridge-school.org

Closing Date: Wednesday 30 September at 10am

TONBRIDGE
ONLY CONNECT

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TONBRIDGE-SCHOOL.CO.UK

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