



THE BILLERICAY SCHOOL
A MATHS AND COMPUTING COLLEGE
JOB DESCRIPTION



Job Title	Examination Invigilator
Grade/Salary	£9.98 per hour (which includes an element of holiday pay)
Hours	As required
Date Required	As soon as reasonably possible
Interview Date	Interviews will be arranged upon receipt of suitable applications
Reporting To	Head of Exams

About the School

The Billericay School is a heavily oversubscribed comprehensive in Essex with a specialism in Mathematics and Computing. The school has polite and engaged students who want to learn and benefits from good parental support.

With direct links to the 'Outstanding' Billericay Educational Consortium, The Billericay School is renowned for the high standards of CPD it delivers as well as the collaborative and supportive ethos it promotes amongst staff.

Our Governing body is committed to safeguarding and promoting the welfare of all children and young people and expects all staff and volunteers to share in this commitment. The post is subject to satisfactory medical checks, enhanced DBS clearance and references.

When applying for this position, please use The Billericay School application form, which can be found on our school website under Vacancies. Potential candidates are encouraged to get in touch with any questions they might have or to arrange a visit to the school.

Details

We are looking for capable and conscientious people to join our team of Examination Invigilators who are responsible for supervising internal/external examinations throughout the year.

Hours are allocated in advance, on a casual basis, and there is an expectation that invigilators will be available during the busy exam periods.



THE BILLERICAY SCHOOL
A MATHS AND COMPUTING COLLEGE
JOB DESCRIPTION



Principal Responsibilities

- Ensuring that the exam room meets JCQ requirements (for example centre number, clock and exam regulations clearly visible to all).

Starting the exam:

- Supervision of student entry into the exam room in an appropriate manner.
- Ensuring that candidates have correct papers.
- Ensuring correct identification of all candidates.
- Dealing with extra candidates not on the register.
- Ensuring candidates are aware they are under exam conditions, retrieving mobile phones, etc.
- Reading erratum notices.
- Notifying candidates of the start of the exam.
- Recording start and finishing times of exams.

During the exam:

- Opening and distribution of papers and any other authorised materials to candidates.
- Ensuring the attendance register is completed.
- Liaising with teaching staff in the subject area in the event of candidates raising a concern or problem with the paper that requires professional judgement and/or subject knowledge
- Ensuring late candidates are briefed, seated and allowed to partake in the exam with minimum delay
- Supervising candidates in a quiet and unobtrusive manner.
- Responding to candidates' queries in accordance with exam regulations.
- Supervising any candidates who may need to leave the room, in accordance with exam regulations.
- Supervising 'clash' candidates between exams.
- Distribution of additional paper/equipment as required.
- Ensuring that school policies are followed.

Finishing the exam:

- Ensuring that efficient timekeeping is maintained.
- Notifying candidates that the exam has finished.
- Ensuring exam conditions are maintained until candidates are dismissed from exam room.
- Collecting scripts in the required order.



THE BILLERICAY SCHOOL
A MATHS AND COMPUTING COLLEGE
JOB DESCRIPTION



- Checking that nothing has been left at the desk and no graffiti has been made during the exam.
- Ensuring that scripts are never left unattended and are safely delivered to the exams office.
- Ensuring there are no missing scripts.
- Assisting in the checking and packaging of scripts.

Person Specification:

- Can work independently or as part of a team.
- Reliable and punctual.
- Can remain calm under pressure and when dealing with the unexpected.
- The ability to be firm but fair
- Smart in appearance

Notes:

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post-holder must use Directed Time in accordance with the school's published Time Policy.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time after consultation with the holder of the post.