

THORPE HALL SCHOOL

Vacancy: Exam Invigilator - Part-time

Application deadline:	31st March 2024
Interview Date	As soon as possible after the closing date
Start date	Early May 2024
Hours of Work	To be confirmed by the Examinations Officer
Pay:	£11.80 per hour

We are looking for responsible people to work as exam invigilators to work during the GCSE examination period of 2024. In this role you will be implementing examination procedures and ensuring the proper conduct of examination candidates. You will need to be able to work flexibly.

Full training will be given. We are only interested in hearing from candidates who can commit to the whole exam period (early May to June).

We are committed to safeguarding and promoting the welfare of children and young people. Applicants will be required to undertake pre-employment checks which include References, Health, Right to Work in UK, enhanced DBS and a Declaration that they are not a disqualified person under the Childcare (Disqualification) Regulations 2009.

Purpose:

- To implement examination procedures and ensure the proper conduct of examination candidates.

Main Tasks, Duties and Responsibilities

- Hand out appropriate question papers to candidates.
- Read out examination instructions.
- Record examination start and finish times.
- Instruct candidates to begin examinations.
- Complete attendance register and seating plan as required.
- Collect candidate cards according to instructions.
- At the end of the examination, collect candidate and question papers in accordance with instructions.
- Instruct candidates when they are permitted to leave the examination room and ensure their proper conduct in so doing.
- Ensure silence in the examination room and avoid disruption.
- Ensure that all candidates comply with any instructions.
- Walk around the examination room, ensuring no candidate has forbidden items and removing any found.
- Ensure that candidates do not converse, signal, or otherwise communicate with each other or other persons, record any incidents and report these to the Senior Invigilator, exams officer or other appropriate person.
- When absolutely necessary, escort candidates to the toilet
- Carry out appropriate fire procedures as required.

For the avoidance of doubt, the duties and responsibilities contained within this job description may change from time to time according to the requirements of the role and at the reasonable direction of the Examinations Officer and Headteacher. This job description does not form part of a contract of employment. It describes the way the post holder is expected to perform and complete the particular duties as set out above.

Applications

Applications should include:

1. Completed Application Form – available from My New Term
2. The full contact details of 2 referees.

Closing date for applications: 31st March 2024

We reserve the right to interview and appoint earlier than the stated closing date should there be a good response to the advert.