**Exam Invigilator (£9.23 per hour)**

**Term time only**

Verulam School is seeking to appoint Exam Invigilators to assist the school Exams Officer in the supervision and invigilation of all examinations. The main exam periods that you will be required to be available are March, May and June 2020. Other ad hoc sessions may be available during the academic year.

We are looking for committed and reliable individuals to become part of our team. Full training with be given to successful applicants.

Verulam is a high achieving boys’ school with a mixed Sixth Form, which forms part of the highly successful BeauSandVer consortium.

The school has good GCSE and A Level results and achieved an above average Progress 8 score of +0.22. It was judged to be a Good school in all categories by Ofsted in October 2018.

Verulam School is a member of the Alban Academies Trust, together with Sandringham and Ridgeway schools. We work in a multi-academy trust to share best practice, deliver joint training, promote the highest of expectations and raise achievement for all students. Our motto is ‘Educational Excellence for Everyone’. The trust offers significant opportunities for career development of staff at all levels within our organisation.

Verulam School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Informal visits to the school are highly encouraged. If you wish to have a tour or discussion, please contact Mrs Sue Armstrong on [sue.armstrong@verulam.herts.sch.uk](mailto:sue.armstrong@verulam.herts.sch.uk) or on 01727 766100 for further details of the post.

**Invigilator job description**

Reporting to: Exams officer

Hourly pay rate: £9.23

Hours of work: By negotiation

**Experience**

Experience is not required, as training will be provided, although applicants will be asked to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them.

An ideal candidate will:

* be flexible with reasonable availability (8:30 start for morning exams 13:00 for afternoon exams with varying finish times)
* have effective communication skills
* be confident and a reassuring presence to candidates in exam rooms

**Main duties**

* To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Lea Valley Academy instructions
* To play a key role in upholding the integrity of the examination/assessment process

**Before exams**

* To report to and be briefed by the exams officer prior to each exam session
* To keep confidential exam papers and materials secure before, during and after exams
* To ensure exam rooms are set out according to the instructions
* To admit candidates into exam rooms
* To identify, seat, and instruct candidates in the conduct of their exams
* To distribute the correct exam papers and materials to candidates
* To deal with candidate queries
* To start exams

**During exams**

* To supervise and observe candidates at all times and be vigilant throughout exams
* To keep disruption in exam rooms to a minimum
* To deal with emergencies or irregularities effectively
* To record/report any incidents, disruption or irregularities
* To complete attendance registers
* To deal with candidate questions according to the regulations

**After exams**

* To instruct candidates in finishing their exams and to collect exam scripts and exam materials
* To dismiss candidates from the exam room
* To check candidates’ names on scripts, match the details on the attendance register
* To securely return all exam scripts and exam materials to the exams officer

**Other**

* To attend invigilator training, update or review sessions as required.
* Safeguarding and Prevent Training.
* To undertake, where required and where able, other duties requested by the exams officer, for example
  + supervision of exam timetable clash candidates between exam sessions
  + facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
  + other exams-related administrative tasks

Job Type: Temporary/Casual

January 2020