



Examination Invigilators

Queen Elizabeth's Grammar School Ashbourne Academy Relief

QEGSMAT are seeking to appoint Examination Invigilators on a relief basis to ensure that examination conditions are maintained during examinations.

Queen Elizabeth's Grammar School is an 11-18 Comprehensive School in the picturesque town of Ashbourne. The school enjoys an excellent reputation within the local community. Academic standards are already very high in all key stages but we are not complacent and continually seek to expand and improve upon opportunities afforded to our students.

Queen Elizabeth's Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

For further information and an application pack please visit our website www.gegsmat.com.

To apply for this post please send all completed application forms to hr@gegsmat.com.

Closing date for applications: 16th November 2018

Provisional Interview date: w/c 26th November 2018

Actual Salary: £8.33 an hour based on a full time equivalent of £16,071 per annum (Support Staff Pay Scales - Point 2, SCP 13)

Potential Start date: ASAP



Job Description

Examination Invigilators

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|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| Post title: | Examinations Invigilator (temporary - as required) |
| Reporting to: | Examinations Officers |
| Scale: | Support Staff Pay Scales Point 2, SCP 13 |
| Responsible for: | Ensuring that examination conditions are maintained during examinations to Joint Council for Qualifications (JCQ) and Examination Board standards |

Main Duties:

- Assist with the arrangement and distribution of examination materials in the examination room
- Ensure that students are seated correctly during examinations
- Complete examination attendance sheets accurately
- Read examination instructions to candidates before examinations begin (Lead Invigilator)
- Be responsible for the security of examination papers/scripts outside of the Examinations Office
- Provide advice and information to candidates as required in accordance with JCQ guidelines
- Be aware of candidates in the examination room who may need Access Arrangements, and those candidates who sit the examination elsewhere in the school
- Be aware of JCQ definitions of malpractice, be vigilant towards any such behaviour during examinations and report instances of malpractice to the Examinations Officer
- Report to the Examinations Officer any incidences of malpractice by candidates and a willingness to be involved in the malpractice process
- Eliminate noise outside the examination room as far as possible
- Provide guidance to candidates in the event of evacuation of the premises
- Check that student details are correctly completed on examination materials at the end of each examination
- Collect examination scripts and papers at the end of each examination

- Assist Examination Board officials in their inspections
- Attend training sessions for invigilators in school as required
- Complete any other required duties at the discretion of the Examinations Officer

PRINT NAME

SIGNATURE

DATE



Queen Elizabeth's Grammar School Ashbourne Academy
PERSON SPECIFICATION

| | Essential | Desirable | Evidence |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| Qualifications | <ul style="list-style-type: none"> • Good standard of Education | <ul style="list-style-type: none"> • Experience of invigilation • Experience of working in an education environment | <ul style="list-style-type: none"> • Application form • Certificates |
| Skills | <ul style="list-style-type: none"> • Effective oral/written communication skills • Numeracy | <ul style="list-style-type: none"> • An understanding of the examination process | <ul style="list-style-type: none"> • Application form • Selection process • References |
| Personal Attributes | <ul style="list-style-type: none"> • Good interpersonal skills • Professional approach to work • Accuracy and attention to detail • Ability to work under pressure and to deadlines • Ability to make decisions • Discretion/confidentiality • Reliability | | <ul style="list-style-type: none"> • Application form • Selection process • References |

Print Name _____

Signature _____

Date _____