



Exams Invigilators

£7.83 per hour plus £1.04 per hour holiday pay; total rate £8.87 per hour. (Pay award pending.)

Casual (zero hours) contract

Roundwood Park is a high achieving 11-18 school in Harpenden, Hertfordshire. The school carries an Outstanding rating from Ofsted and enjoys an excellent reputation, both locally and nationally. We have a large and expanding Sixth Form.

We are looking to add to our Invigilator team, to support us during exams periods throughout the year, particularly in December, March and May/June. Times are generally mornings from 8.30am, afternoons from 1pm; some exams do run on after the end of the school day.

Invigilators are required to be punctual, methodical and accurate, with clear and fluent spoken communication skills. It is a busy and friendly team, but no previous experience is necessary; full training will be provided.

Please take particular note of the following instructions in respect of the application process:

- Your application should comprise a completed Application Form, either using the on-line form or the Word document template (from the school website Vacancies page), together with a letter or personal statement explaining how you meet the requirements for this role
- If you use the Word template, your application should be submitted electronically to Ian Stowe, HR Manager, at i.stowe@roundwoodpark.co.uk.

We are committed to the safeguarding and promotion of children's welfare and an equal opportunities employer. We will need to obtain references in advance of interview for any candidate short-listed, and all job offers are subject to satisfactory Disclosure and Barring Service clearance.

If you have any questions about the role please contact Michele Darvill, Exams Officer, at m.darvill@roundwoodpark.co.uk

JOB DESCRIPTION

Exam Invigilator

Date: November - June

Payment: £7.83 per hour, plus £1.04 per hour holiday pay; total rate £8.87 per hour

Hours of Work: Casual

Pattern of Work: The main exam periods are December, March and May/June. Working mornings are from approximately 8.30am, and working afternoons from approximately 1pm. Some exams do run beyond the end of the school day.

Reporting to: Exams Officer

Invigilators to work in examination rooms under the direction of an experienced invigilator or the Examinations Officer to whom you should report any concerns or departure from the requirements listed below.

Responsibilities:

Arrangements in the Examination Room.

- Assist with the distribution of any candidate seating/information labels and assist with the organisation of candidates outside the room so they enter in the correct set order.
- Assist with the distribution of any question and answer booklets that can be given out before the candidates enter.
- Assist with the opening and distribution of packets of questions papers and any other additional answer sheets as appropriate.
- Set up laptops that may be required by some students.

Before the Examination when the candidates are admitted to the room.

- Assist with checking that candidates entering the examination hall only have the appropriate and allowed equipment with them.
- Collect any unauthorised materials, dictionaries, calculators and mobile phones, that are not allowed in the examination.
- Help check that candidates have the correct paper and complete the details on the front of the answer book correctly.

During the Examination.

- Help to ensure candidates are supervised carefully **at all times** to prevent malpractice, distractions and any communication. Do not give any information to candidates about: Suspected errors on the question papers, unless an erratum has been issued or any question on the paper or the requirements for answering particular questions.
- Help to ensure no candidate leaves the examination hall without permission during the examination time. Be prepared to accompany any candidate who needs to leave the room temporarily.
- Help ensure that no question paper is removed from the examination room until the end of the examination.
- Invigilators are expected to patrol the room at all times – no other work or reading can be carried out.

- Help to complete registers and seating plans, as required.

After the Examination.

- Help to ensure that all scripts and unused stationery have been collected before candidates leave the examination room.
- Help to ensure that all scripts are organised in candidate number order as on the Attendance List.
- If necessary be prepared to help other Invigilators/Exams Officer to complete any task to conclude the examination.
- Print work that has been completed on a laptop, as necessary.

An invigilator can be asked to supervise an examination where a small number of candidates are working away from the main examination room or where there is a reader or scribe being used.