

EXAMINATIONS INVIGILATOR (zero-hours contracts)



Job Description:

Post

King Alfred School requires invigilators to join its team to run the invigilation of School examinations. You will be line managed by the Examinations Officer.

Job Purpose

The role of the Examination Invigilator is to assist with the conduct and supervision of the School's public examinations and internal exams to ensure that they are carried out in accordance with the JCQ and other Awarding Body statutory rules and regulations. The Main Invigilation Period is between May-June 2025.

Please Note – When applying you will need to confirm availability in advance of main exam periods.

Hours of Work

Hours will be flexible in line with the examination requirements of the School and as directed by the Examinations Officer by negotiation and agreement. AM sessions start at 8.30am at the latest, and PM sessions start at 01.00 pm.

Main duties and responsibilities

An Examinations Invigilator will be required to undertake various duties associated with all the different types of examinations the school runs at all levels and of varying durations. Examinations taking place in May and June each year, and internal examinations (mocks) in January-February and May-June.

Types of Invigilation required include:

- Sole invigilator in a room with 20-30 candidates.
- Invigilator in a separate room for students requiring specific access arrangements.
- Supporting Word Processing examinations in a dedicated computer room.
- As a 1:1 invigilator for a candidate requiring individual supervision, possibly at very short notice as needs dictate.
- As an invigilator of a candidate with a scribe or reader.

As an integral part of the effective running and delivery of these examinations, an Examinations Invigilator will be required to:

- Arrive promptly at least 30 minutes before the start of an examination session.
- Be conversant with the JCQ and independent Awarding Body rules and regulations and the procedures as documented in the Examinations Invigilator Handbook.
- Be familiar with the School's fire and evacuation procedures.

- Maintain a calm and reassuring presence and be sympathetic to the needs of the students.
- Take instruction from the Examinations officer and/or lead Invigilator as to the duties allocated to them during the examination session.
- Notify the Exams Officer if a candidate raises a concern or problem regarding the examination paper or if you have any concerns over candidate behaviour, malpractice or any other issue.
- Provide a written report in the event of an incident and attend regular update/examination meetings during the academic year.
- **Essential Skills**
 - Recent invigilation experience.
 - Be reliable, flexible and readily available during main exam periods.
 - Be confident and a reassuring presence to candidates in exam rooms.
 - Be able to give instructions and manage situations involving different groups of people.
 - Have effective communication skills, good interpersonal skills and work as a team.
 - Have basic IT skills (familiar with use of email, mobile phone messaging, use of apps etc.)

- **Training**

Full training will be provided during a 3-4-hour induction session in March 2025. Ongoing update training will be provided as required/needed throughout the academic year and to cover any additional ad-hoc tasks.

- **Conditions of Service**

- No guarantee can be given as to how many invigilation sessions you will be allocated during each examination session.
- Invigilation sessions will be agreed in advance of all examinations.
- In addition to exam time, you may be required to attend regular exam meetings, usually no more than six per year lasting 1-2 hours. The meetings will cover updates, new procedures and be held during the school year.
- Working pattern is flexible providing operational needs can be met with an individual's availability.
- You will be required to sign a confidentiality form.

- **Safeguarding**

We are committed to safeguarding and promoting the welfare of children. In line with Safeguarding Regulations, a number of safeguarding checks (including DBS and Barred Check) will be carried out on all successful candidates before they commence work.

We value the diversity of our staff and students, and everyone at The King Alfred School is equally valued and respected. We aim to be an inclusive employer that reflects the communities we serve. We are committed to providing a fair, equitable and mutually supportive learning and working environment.

To read more about King Alfred's diversity and inclusion statement, please see our DEI statement and KAS Against Racism policy.

All members of the King Alfred School community are committed to safeguarding and promoting the welfare of children and young people.

Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

Rehabilitation of Offenders Act 1974

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and conviction can be found on the Disclosure and Barring Service website or at Unlock.