



HAMPTON SCHOOL

EXAMINATIONS INVIGILATOR

1. Post

Hampton School requires additional invigilators to join its team in December 2017 to run the invigilation of School examinations. The team will also run other external and internal examinations throughout the year.

You will be line managed by the Examinations Officer Michelle Barnes.

2. Timings

- Deadline for applications - noon Monday 30 October 2017
- Interviews
 - Wednesday 8 November 2017
 - If selected, you will be required to be at Hampton School for an interview at a pre-set time between 8.45am and 3pm. On the day of interview, there will be an initial briefing followed by a short video from one of our awarding boards and an exam related questionnaire. The interview will last approximately 15/20 minutes. Whilst interviews are taking place, refreshments will be available and you will have the opportunity to speak with some of the current invigilators who will be happy to answer any questions you may have. After the interview you will be free to leave.
- Decision
 - You will be notified of our decision by **Monday 13 November 2017.**
- Induction
 - If successful, you will be required to attend the paid induction training on Monday 4 December 2017 from 8.45am until approximately 3pm.
- Team Meetings
 - The first full team meeting will take place on Thursday 7 December between 1pm and 3pm, with optional lunch from noon. You are expected to be able to attend up to five additional meetings during the academic year which cover compliance updates and DBS requirements. Provisional dates for meetings in 2018, Friday 16 March, Thursday 28 June, Friday 21 September and Friday 7 December.
- Invigilation periods (*provisional and subject to change*)
 - Monday 8 January to Wednesday 17 January 2018
 - Tuesday 8 May to Wednesday 27 June 2018
 - There will be additional sessions covering other internal and entrance exams during the year as operational needs dictate – dates will be advised when known.

Note – When applying you will need to be available for all the above periods.

3. Pay

You will be paid £8.41 per hour (this is made up of £7.50 per hour pay plus £0.91 per hour holiday pay). Pay is paid by bank transfer on the 25th of the month, or next working day thereafter and payslips will be provided to you via the exams office.

Hours will be flexible in line with the examination requirements of the School and as directed by the Examinations Officer.

4. Job Purpose

The role of Invigilator is to assist with the conduct and supervision of the School's public examinations to ensure that they are carried out in accordance with the JCQ, Cambridge International and awarding body statutory rules and regulations in any of the examination rooms the school may use.

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 of qualifications and of varying durations. This will primarily involve supervision of candidates for GCE, PreU, GCSE and IGCSE public Examinations taking place May and June each year and internal examinations (mocks) January and June.

5. Types of Invigilation required include:

- One of a team of invigilators in a large venue, with one or more Lead Invigilators in charge of up to 320 candidates. Ratio of 1:30 candidates.
- Supporting a Lead 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 a minimum of 45 minutes before the start of an examination session.
- Be conversant with the JCQ, Cambridge International and independent Awarding Body rules and regulations and the procedures as documented in the Examinations Invigilator Handbook.
- Read the Safeguarding and Keeping Children Safe in Education policy.
- Be familiar with the School's fire and evacuation procedures.
- Have read all examination policies and 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 you during the examination session.
- Notify the Lead Invigilator 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.

6. Essential Skills

- Punctuality.
- Good organisational skills.
- Good communication and inter-personal skills.
- Ability to work under pressure.
- A willingness to work as part of a team and follow instructions, but also to work on own initiative when required.
- A willingness to undertake additional tasks such as supervision of students during a rest or comfort break.

- A sense of responsibility.
- Ability to pay attention to detail and remain vigilant for long periods of time.
- Ability to remain calm under sometimes stressful conditions.
- Absolute confidentiality.
- Demonstrate an understanding of and commitment to the principles of equality and diversity
- Demonstrate a commitment to the safeguarding of children.

7. Training

Full training will be provided during a 4-5 hour induction session. Ongoing update training will provided as required/needed throughout the academic year and to cover any additional ad-hoc tasks.

8. Conditions of Service

- No guarantee can be given as to how many invigilation session you will be allocated during each examination season.
- Invigilation sessions will be agreed in advance of all examinations.
- In addition to exam time, you will be required to attend regular exam meetings, usually no more than six per year each lasting 2-3 hours. The meetings will cover updates, new procedures and be held during term time.
- You may also be asked/required to assist with the invigilation of entrance exams held in January.
- Working pattern is flexible providing operational needs can be met with an individual's availability.
- You will be required to sign a confidentiality form.
- A DBS disclosure and barring service, health check and evidence of eligibility to work in the UK will be needed and references will be taken up before the start of employment.

9. Safeguarding

We are committed to safeguarding and promoting the welfare of children and will carry out a DBS check and appropriate screening on applicants. Invigilators will be required to sign up to the portable DBS system and the School will reimburse any costs incurred – details will be given to the successful applicants.

10. Application

Applications should be made by completing the application form and sending it to the Hampton School HR Department by noon on Monday 2 October 2017:

Human Resources
Hampton School
Hanworth Road
Hampton Middlesex
TW12 2HD

Email: recruitment@hamptonschool.org.uk

Telephone: 0208 979 0489