



GATEWAYS

SCHOOL



Exam Invigilator

Growth

Wellbeing

Success

Job Description

Gateways School are seeking an Exams Invigilator to join the team from the 7th May 2024 - 25th June 2024. The Exams Invigilator will report to the Deputy Head and the Examinations Officer and provide support for the administering and running of invigilated in-person examinations. The successful candidate will also need to be available prior to the 7th May 2024 for training.

Main Duties:

To support the Examinations Officer with the day-to-day operation and supervision of examination venues to ensure that guidelines and regulations for the integrity and security of the examination papers and procedure are followed during examination sessions. This may include but is not limited to

- Checking of exam papers to ensure all required papers are present.
- Assisting with setting up exam venues by laying out stationery, equipment and examination papers in accordance with the outlined procedures.
- Assisting with the setup and running of computer-based exams, including logging into exam computer accounts.
- Assisting candidates prior to the start of exam by directing them to their seats and advising them about possessions permitted in exam venues.
- To be aware of any needs that candidates may have during an examination.
- Making announcements to students informing them of the rules within the exam venue and how to complete their answer sheet/booklet.
- Ensuring that candidates adhere to the rules within the exam venue as laid out in the examination guidelines.
- To maintain security and confidentiality.
- Invigilating during exams, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures.
- Checking attendance during examinations.
- Supervising candidates whilst outside the examination venue as and when required (toilet breaks, rest breaks, lunch breaks, etc).
- Collecting and collating exam scripts at the end of the examination in accordance with strict procedures.
- Assisting with the preparation of script marking envelopes.
- Supervising candidates leaving the exam venues ensuring equipment or stationery is not removed and candidates leave in an orderly and quiet manner.
- To be responsible for safeguarding and promoting the welfare of children.
- Follow all school policies.
- Be a role model for students through personal presentation and professional conduct.
- Demonstrate a commitment to continuous development, identify opportunities for professional development and undertake training opportunities where appropriate.
- Attend all school training days and meetings as required.
- Perform any other duty as required by the Head.

Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> ▪ GCSE English Language and Maths or equivalent (grade 4/grade C or above). 	<ul style="list-style-type: none"> ▪ Exam Invigilator course.
EXPERIENCE		<ul style="list-style-type: none"> ▪ Experience of invigilating examinations/tests both written and computer-based. ▪ Experience as an Exams Invigilator or in a similar role. ▪ Experience of working in an academic environment (school/college/university).
SPECIALIST KNOWLEDGE	<ul style="list-style-type: none"> ▪ Basic understanding of exam rules and procedures. 	<ul style="list-style-type: none"> ▪ Knowledge of exam board rules and regulations. ▪ An understanding of examination processes and JCQ regulations.
SKILLS	<ul style="list-style-type: none"> ▪ Good literacy and numeracy skills. ▪ Good interpersonal and communication skills. ▪ Accuracy and attention to detail. ▪ Flexible. ▪ Reliable and punctual. ▪ Ability to work calm and under pressure. ▪ Ability to make decisions quickly. ▪ Good observational skills. 	<ul style="list-style-type: none"> ▪ Ability to use Office 365.

Gateways School is committed to safeguarding and promoting the welfare of its students and expect all staff and volunteers to share the commitment. Appointments will be subject to an enhanced DBS with barred list check as well as a Prohibition List check (Teachers, SLT & Governors)