



# King Edward's

WITLEY

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## Job Description – Examinations Invigilator

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### Overall Purpose

Conducting external examinations for pupils, ensuring that all regulatory requirements for the conduct of examinations are strictly adhered to and met at all times.

Reporting to: Examinations Officer

Location: King Edward's Witley

Direct reports: Nil

Hours of work: As required dependent on exam timetables; mainly April, May and June

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### Main Duties

1. To support the Exams Officer/IB Coordinator in ensuring that the examination room meets exam board requirements by checking, prior to the arrival of the candidates, that:
  - heating, lighting, ventilation and levels of extraneous noise are acceptable
  - no display materials that might be helpful to candidates are visible
  - the centre number and a reliable clock of readable size are visible to each candidate
  - the *Warning to Candidates* is displayed both inside and outside the examination room
  - the *Notice to Candidates* is displayed in a public place outside the examination room
  - the seating arrangements prevent candidates, intentionally or otherwise, from overseeing the work of others
2. To ensure that a signed record is kept of the seating and invigilation arrangements for any examination session in which you participate.
3. To ensure correct identification of all candidates.
4. To take all reasonable steps to ensure that:
  - the official examination stationery is issued to candidates and that no other stationery, including paper for rough work, is provided
  - candidates take into the examination room only those articles, instruments or materials which are expressly permitted
  - candidates have all the necessary material to enable them to complete the examination
5. To deal with any late candidates as appropriate.
6. To assist with the distribution of examination papers to candidates, once all candidates are present.
7. To give clear instructions to candidates about the conduct of the examination to ensure that they fully understand what they are required to do.

8. To supervise the candidates throughout the whole time the examination is in progress, and give complete attention at all times to this duty.
9. To contact the Exams Officer/IB Coordinator when candidates raise a concern or problem with the paper that requires the professional judgement of a teacher.
10. To complete the Attendance Register during the examination, in accordance with the instructions of the Awarding Body.
11. To know the actions to be taken in the event of an emergency such as a fire or lockdown alarm.
12. At the end of the examination, to collect all scripts and ensure that candidates have used their correct Centre and candidate numbers, and that no scripts are missing.
13. After collation, to ensure the scripts are never left unattended and are handed to the person responsible for despatching the scripts to Examiners.
14. To collect all unused stationery in the examination room and return it to the Examinations Officer.
15. To understand and comply with the School's Equality Policy.
16. To uphold and comply with the statutory provision of the Health and Safety at Work Act 1974 and any other relevant legislation on Council Policies and Procedures relating to Health and Safety at work.
17. Any other duties as may reasonably be expected within the grade of the post.

**Terms and Conditions:** King Edward's has its own salary scale, which provides generous remuneration.

**FURTHER INFORMATION:**

**King Edward's School Witley**

**The School:** Founded in 1553 by Royal Charter in the City of London, King Edward's is the operational arm of Bridewell Royal Hospital, a charitable foundation with assets in excess of £30m which provides for children in need of a boarding style of education. In 2019-20 the Foundation provided support to over 52 pupils to attend the School.

King Edward's Witley is a co-educational boarding and day school for around 400 pupils, around 35% of whom board. Main entry points at 11+, 13+ and Sixth Form. Around 31% of pupils are from abroad, from over 40 different countries. There is a Sixth Form of 98, most of who go on to universities, including Oxford and Cambridge. At the same time the curriculum is deliberately broad and suitable for pupils of differing abilities.

The School has become known for its innovative approach, including in 2004 the introduction of the International Baccalaureate Diploma, now its predominant Sixth Form curriculum, alongside A-levels for some who wish to specialise earlier. The Head is a member of HMC.

**The Area:** King Edward's Witley occupies 100 woodland acres on the edge of Witley, a village on the borders of Surrey, Sussex and Hampshire. It is about twelve miles from Guildford and four miles from Godalming. Witley station is on the Portsmouth to Waterloo railway line and the journey from London takes just under an hour by train. The School is 45 minutes by car from both Heathrow and Gatwick airports. The area is a noted beauty spot and the School is surrounded by woodland, heathland and commons. Local amenities include the Yvonne Arnaud Theatre in Guildford and the School is within close proximity of London and the south coast. There are good shopping facilities in Haslemere, Godalming and Guildford.

**Child Protection:** King Edward's Witley and Barrow Hills School are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child-protection

screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Please refer to our websites or ask HR for our child protection and rehabilitation of offenders' policy.

*The above is not intended to be an exclusive list of tasks and other duties may be expected as reasonably determined. This job description will be reviewed as appropriate in consultation with the post holder.*

Signed by (post holder) ----- Date -----

Signed by (manager) ----- Date -----