



King Edward's

W I T L E Y

Job Description – Examinations Invigilator

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 November, February, May and June

Main Duties

1. To support the Exams Officer 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 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: Around 38% of pupils live abroad, in over 30 different countries and there is a growing cohort of local day pupils. The Sixth Form generally numbers more than 100 pupils, most of whom go on to study at Russell Group, Oxford and Cambridge, and leading European or US-based universities.

Our heritage continues to be highly valued and close links with the City of London remain through the Court of Bridewell (Board of Governors). The Lord Mayor attends Admissions Day and the School's annual Foundation Day Service at St. Bride's Church. Pupils participate in a range of events and activities associated with the City of London, perpetuating the School's links with its historic roots.

The School has a long tradition of philanthropy and addressing disadvantage and vulnerability. King Edward's offers welfare bursaries through Bridewell Royal Hospital, livery companies and other charities, for young people who are less advantaged and who have a particular need for a boarding education.

Over 50 pupils are supported by Bridewell Royal Hospital and other charities with financial contributions equal to annual boarding fees to attend the School. King Edward's is proud of its ongoing work transforming the lives of disadvantaged young people through providing a safe, fulfilling and purposeful educational environment. The Head is a member of HMC.

Child Protection: King Edward's School Witley is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants are required to complete an Enhanced disclosure through the DBS. Please refer to our websites or ask HR for our child protection and rehabilitation of offenders policy. Shortlisted candidates will also be reviewed on social media/on-line platforms. We particularly welcome applications from under-represented groups.

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 -----