



Stoke Newington School  
& Sixth Form

# **JOB PACK**

---

**Exam Invigilator**

# Contents

---

Job advertisement	pg 3
Job description	pg 4

## Job advertisement

### Exam Invigilator

Casual contract, immediate start

Scale 3, Point 5, £14.63/hour including £13.06/hour plus 12%

No set contracted hours - Hours and days will vary according to the Academy's exam timetable and as required. Availability may be required between the hours of 8am and 5pm, Monday to Friday. Working days will vary.

An exciting opportunity has arisen for Exam Invigilators to join our team of Invigilators.

### The School

Stoke Newington School & Sixth Form is a "good with outstanding features" school, currently making great strides to become "outstanding." We pride ourselves in providing our students with inspiring and creative teaching and learning opportunities within the curriculum and through our programme of extra-curricular activities. We aim that every child aspires to and achieves excellence.

We are looking for conscientious, professional team players who are passionate about ensuring every one of our students achieves their full potential. We are particularly interested in hearing from applicants interested in supporting students with dyslexia or students with physical disabilities.

### The Post

We are seeking a responsible and exacting Exam Invigilator to join us on a casual contract. The ideal candidate will have excellent communication skills, an attention to detail, abide by necessary examination regulations and the ability to use their own initiative. Experience of working in a school environment and some knowledge of the 'Instructions for the Conduct of Examinations' produced annually by the JCQ (Joint Council for Qualifications) would be advantageous but not required.

Our ideal candidate will have:

- Strong attention to detail.
- Ability to follow regulations and processes.
- The ability to act on their own initiative.
- The ability to be firm but fair.
- The ability to work in a way that promotes the safety and wellbeing of students and pupils.

### Contacting us

If you are interested in joining our team please complete an application form on [Stoke Newington School & Sixth Form - Tes Jobs](#)

**The closing date for receipt of applications is midday Friday 5<sup>th</sup> May 2023.**

*We are an equal opportunities employer committed to ensuring diversity in our workforce. As employers we committed to the safeguarding and wellbeing of all students, an enhanced DBS check is a requirement for all staff.*



## Job description

---

**POST TITLE:** Exam invigilator

**GRADE:** Scale 3, Point 5, £14.63/hour including £13.06/hour plus 12% annual leave pay

**RESPONSIBLE TO:** Lead Examination Invigilator

**RESPONSIBLE FOR:** No Supervisory Responsibilities

**HOURS OF WORK:** As and when required.

---

### MAIN TASKS AND RESPONSIBILITIES

- To assist in the set up and clearing away of examination rooms, including laying out and collection of examination papers.
- To be responsible for ensuring the orderly conduct of students during examination periods and to deal firmly but appropriately with breaches of rules and regulations.
- To deal appropriately with student requests and queries during examinations.
- To assist in the recording of student attendance and the prompt chasing of absent students.
- To seek support from the Lead Invigilator as appropriate.
- To ensure the security of examination papers at all times.
- To be familiar with regulations with regard to examinations and to ensure that these are adhered to.
- To be aware of any students with additional requirements.
- To undertake training relevant to the post.
- To assist in other activities as may reasonably be required from time to time.

## **PERSON SPECIFICATION**

This post would suit a person willing and able to deal appropriately with young people, including poor behaviour. Successful applicants must be able to absorb and act on information regarding conduct of examinations.

## **SKILLS AND ABILITIES**

- Successful experience of working as part of a team.
- Ability to follow procedures and identify matters that should be referred to the Lead Invigilator.
- Ability to remain vigilant throughout lengthy examination periods.
- Ability and willingness to deal with poor student behaviour in an appropriate manner.
- Ability to support students in examinations.
- Ability to absorb and act on information relating to the conduct of exams.
- An enthusiastic, adaptable and flexible approach to work.
- Strong verbal communication skills.
- Willingness to attend training relevant to the post.