



Caistor Grammar School

Job description: Invigilator

Caistor Grammar School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage, or civil partnership.

We are committed to safeguarding and promoting the welfare of young people and expect all staff share this commitment. All posts will be subject to an enhanced DBS disclosure, medical, reference and Social media/web search checks. All Pre-employment checks are in line with "Keeping Children Safe in Education". Shortlisted applicants will be subject to a Social Media/ Web search check. This does not form part of the shortlisting process and you will have a chance to address any issues of concern that come up during the search.

Job details

Salary: £12.85 p/h plus holiday pay

Payscale: NJC 3

Hours: Casual

Contract type: Casual

Reporting to: Exams Officer

Overarching Purpose

To be present during examinations, ensuring that the necessary resources are available. To work in accordance with school policy and procedures and as directed by the Headteacher ensuring that examination requirements are complied with.

Please note, while there are opportunities throughout the year, our busy exam times are December-January and April-June.

Duties and responsibilities

Ensure the examination room meets the necessary requirements, for example is the clock visible to all students, and are there adequate supplies of stationery.

Supervise students ensuring they enter the examination room in an appropriate manner and that students are supervised during the exam in a quiet and unobtrusive manner.

Ensure correct identification of all students dealing with any who are not shown on the register.

Make students aware that they are under exam conditions and remove mobiles phones etc. Ensure that exam conditions are maintained until exam is finished and students are dismissed from the room.

Read any notices as required by the examination process. Open and distribute papers and other authorised materials to students, ensuring they have the correct paperwork.

Maintain efficient time keeping. Notify students of start of exam. Notify student of finish of exam. Ensure that times are adhered to and that start, and finish times are accurately recorded.

Respond to candidate queries in accordance with exam regulations. Take appropriate action as directed by the Exams Officer or other designated person when for example a candidate raises a concern or problem regarding the paper that requires the professional judgement of a teacher.

Supervise late candidates, ensure they are briefed and seated and commence exam with minimum fuss. Supervise students who may need to leave the room during exam in accordance with the examination regulations

Collect all papers against register, ensuring that nothing has been left on desks that there are no missing papers, and that papers are never left unattended.

Responsible for the supervision of a group of students during the exams.

Work is carried out within clearly defined policies and procedures; advice on complex matters will be sought from line manager

Role includes 2-3 hours of standing and walking around the exam room



It is necessary to attend and complete all invigilator training, as directed by the Exams Officer. This includes both online and in person training.

Report any suspected cases of malpractice or maladministration to the exams officer or SLT as per JCQ guidelines

Notes:

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

- Deadline for applications: **Ongoing**
- Interviews: **Ongoing**
- Email: Charlie.coulston@caistorgrammar.com with your application. You must complete an application form to apply for this role. [\[link\]](#) Your application cannot be considered if you do not complete the school form.
- We reserve the right to interview before the deadline date, if appropriate