Invigilator job description

<table>
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<th>Reporting to</th>
<th>Examinations Manager</th>
<th>Hourly pay rate</th>
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<td>£11.05 hourly rate + £1.61 holiday pay</td>
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| Hours of work         | By negotiation and agreement during exam periods when external invigilators are required (currently one week each November, January and March, summer exams sessions in May/June) |

**General requirements**
- Experience of invigilation is not required as training in the role and duties of an invigilator will be provided
- Invigilators are required to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them
- Invigilators are required to confirm their availability in advance of main exam periods
- Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times

**An ideal candidate will:**
- be reliable, flexible and readily available during main exam periods
- have effective communication skills and good interpersonal skills
- work well as part of a team
- be confident and a reassuring presence to candidates in exam rooms
- be able to give instructions and manage situations involving different groups of people
- not being related to teaching staff or pupils

**Main duties**
1. To conduct examinations in accordance with the Joint Council for Qualifications (JCQ) and awarding body instructions and Mulberry Schools Trust (MST) code of conduct
2. To play a key role in upholding the integrity and security of the examination/assessment process

**Before exams**
- Report to and be briefed by the exams officer prior to each exam session
- Keep confidential exam question papers and materials secure before, during and after exams
- Ensure exam rooms are set up according to the instructions
- Admit candidates into exam rooms under formal exam conditions
- To welcome, seat, and instruct candidates in the conduct of their exams
- Distribute the correct question papers and exam materials to candidates
- Instruct candidates in the conduct of their exams
- Deal with candidate questions
- Start exams

**During exams**
- Supervise and observe candidates at all times and be vigilant throughout exams
- Keep disruption in exam rooms to a minimum
- Deal with emergencies or irregularities effectively
- Record/report any incidents, disruption or irregularities
- Complete attendance registers
- Deal with candidate questions according to the regulations

**After exams**
- Instruct candidates in finishing their exams and collect exam scripts and exam materials
- Dismiss candidates from the exam room
- Check candidates’ names on scripts, match the details on the attendance register
- Securely return all exam scripts and exam materials to the exams officer

**Other tasks**
- To attend training, refresher or review sessions as required
- Undertake, where required and where able, other duties requested by the exams officer, for example:
  - centre supervision of exam timetable clash candidates between exam sessions
  - facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
  - exams related administrative tasks as required by the Exams Manager

**To apply**
Download the pack from [www.mulberryschoolforgirls.org/vacancies](http://www.mulberryschoolforgirls.org/vacancies). Complete and return your application to hr@mulberryschoolforgirls.org — you must disclose any relationships with staff or students. Where successful, applicants are subject to DBS clearance and satisfactory references.

Interview date: Rolling advert (only shortlisted candidates will be contacted)