

CHAUNCY SCHOOL

TITLE OF JOB: EXAMS INVIGILATOR

RATE OF PAY: £13.95 (inclusive of holiday pay)

CONTRACT: Variable hours (Casual Worker)

HOURS: Essential availability: Throughout MAY and JUN.
Additional sessions are available between November to April
**Standard sessions are 8.00am – 11.30am & 12:45pm-4.00pm but can be subject to change*

Personal Specification, Knowledge and Experience

Education required: a basic general level of education and basic IT literacy

Experience is not required as training will be provided. However, the ideal candidate will be flexible, reliable and punctual providing a reassuring presence to candidates in exam rooms. You should enjoy working as part of a team but also be confident working independently using your own initiative.

Main duties

To conduct examinations in strict accordance with JCQ, awarding bodies and Chauncy School instructions. Training will be provided.

Before exams

- To maintain the security of exam materials at all times
- To ensure exam rooms including computer rooms are set out to standard
- To ensure that candidates have not brought any items not allowed within the exam area, such as mobile phones or notes.
- To instruct candidates in the conduct of their exams
- To distribute exam papers and materials to candidates

During exams

- To supervise candidates at all times and be vigilant throughout exams
- To deal with emergencies or irregularities effectively
- To record/report any irregularities
- To complete attendance registers

After exams

- To collect and collate exam materials
- To return exam materials to the exams officer

Other

- To facilitate access arrangements where required
- To attend training, refresher or review sessions as required
- To undertake, where required and where able, other duties requested by the exams officer, for example
 - Supervision of clash candidates between exam periods
 - Provide additional support to members of the exams team

To apply:

Please complete the attached Application Form and return to:

Jaqui Meli
Examinations & Data Manager, Chauncy School

Email at: jaqui.meli@chauncy.org.uk or by post to: Chauncy School, Park Road, Ware, Herts. SG12 0DP