



Upper Shirley High School
Belle Moor Road
Southampton SO15 7QU
Co-ed Comprehensive (11-16)
Tel: 023 8032 5333

Vacancy: Examination Invigilator
Contract: Casual
Salary: £8.45 per hour
Hours of work: Variable
Closing date: Wednesday 17th January 2018, Midday

We are seeking to employ Exam Invigilators on casual contracts to join our regular team. We are looking for individuals who can promote a supportive atmosphere for our students so that they achieve their best.

Our pool of exam invigilators are required to work at various times throughout the academic year; however the three main periods are:

- Mocks exams (November/December)
- Pre Public exams (February/March)
- Summer exams (May to June)

We are looking to appoint people with an educational background or an interest in education. We would welcome applications from people with experience, but training can be provided. Applicants should have a calm, authoritative manner with a 'natural presence'. You must be punctual, reliable, a good communicator, and have a flexible attitude to work.

Duties include laying out stationery, observation, checking attendance, collecting scripts and liaising with candidates and examinations staff to resolve queries. This will require standing and walking around for up to two hours at a time.

A full job description and application form can be downloaded from our website www.ushschool.org under the 'Staff' section.

Our school is committed to safeguarding and promoting the welfare of children and an enhanced DBS will be required for this post.

Role: Exam Invigilator	
Person Specification	Selection Criteria Essential (E) Desirable (D)
Experience	
Experience of working or studying in an education environment	D
Experience as an exam invigilator	D
Qualifications/Training	
GCSE C grade or higher (or equivalent) in Maths and English	E
Knowledge/Skills	
An understanding of examination processes	D
Effective oral and written communication skills	E
Accuracy, attention to detail and excellent organisational skills	E
Ability to work to predetermined instructions	E
Ability to keep calm under pressure or during unexpected circumstances	E
Ability to judge when a decision is not yours to make	E
Ability to communicate with students and members of staff clearly and accurately	E
Ability to relate to students yet maintain an air of authority	E
Ability to work independently and to demonstrate initiative	E
Ability to work under pressure and to tight deadlines	E
Behavioural Attributes	
Willingness to maintain confidentiality on all school matters	E
Willingness to be flexible to the changing demands of the post	E
An excellent record of attendance and punctuality	E
Able to respect and value the different experiences, ideas and backgrounds others can bring to work and teams	E
Keen to undertake training and develop skills	E
Commitment to and understanding of equal opportunities	E
Physical	
Ability to sit or stand quietly for long periods of time	E

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- Job Description:** Exam Invigilator
- Reporting to:** Examination Officer/ Senior Invigilator
- Liaising with:** All staff and students

Main Purpose and Object

- To provide support to the examinations process

Specific Duties

- To support the Examination Officer/Senior Invigilator with the day-to-day operation of examination venues.

The job role will include:

- assisting with setting-up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures;
- assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues;
- offering advice and guidance to candidates without allocated seats;
- ensuring that candidates do not talk once inside examination venues;
- invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures;
- checking attendance during examinations;
- recording details of late arrivals and early leavers and collecting scripts from early leavers;
- escorting candidates from venues during the examinations as required, and supervising candidates whilst outside examination venues;
- collecting and collating scripts at the end of the examination in accordance with strict procedures;
- supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner.