

**Mary Webb School and Science College**  
**EXAMINATION INVIGILATOR**  
**Job Description**

<b>Title of post:</b>	Examination Invigilator
<b>Status of post:</b>	Casual - salary claims by authorised timesheets
<b>Salary Scale:</b>	Grade 4 Point 11, £8.82 per hour
<b>Starting date:</b>	Summer term 2019
<b>Accountabilities:</b>	The postholder is responsible to the Examinations Officer and School Leadership Team

**Main Purpose of Post**

Successful applicants will join a 'pool' of people who will be available to come in to school during the examination period to assist with the running of external examinations. A typical examination might last 2 hours, although some are shorter or can be much longer - up to 3 hours. The invigilator will be employed for this time plus ¼ hour before and ¼ hour after to assist a member of staff to:

- Set out papers in the examination room
- Direct students to the correct seats
- Complete a seating plan of the room
- Supervise the examination, ensuring that no unfair practices occur
- Collect in papers and completed scripts at the end of the examination
- Supervise the orderly exit of the students from the room

Although not totally responsible for the conduct of the examination (a member of staff would be present), invigilators will need to be able to act in a professional way, organising students and ensuring that the examinations are completed according to guidelines laid down by the Examination Boards. A copy of these guidelines is available on request.

Because of the changing needs of the rest of the school, invigilators need to be contactable by telephone to arrange duties.

**Salary and Conditions of Service**

**Salary:** Grade 4, Point 11, £8.829 per hour.

**Terms and Conditions:**

The post is subject to the following Terms and Conditions.

- a) The Terms and Conditions of employment are in accordance with the National Joint Council for Local Authorities' Scheme and Conditions of Service for Administrative, Professional, Technical and Clerical Services.
- b) The other terms and conditions set out in the various national collective agreements in force from time to time.
- c) The Local Authority's and Governing Body's Rules and Conditions including any local agreement entered into with recognised trade unions.
- d) The other conditions set out in the letter of appointment and this job specification.

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**Appointments will be subject to clearance in respect of medical fitness and Disclosure and Barring Service.**

## Your application

Please ensure that you complete the application as fully as possible, giving full details of your secondary education and examinations /qualifications gained (subject, levels and grade). Please also include comprehensive information about any previous experience, and the level to which you have worked, together with the reasons why you are applying for this job.

You will be invited to attend an interview with the PA to Head Teacher / Office Manager and Business Manager and, if successful, receive further instruction and training on how the examination system works before the start of the next examination period.

Applications should be submitted to Mrs N Murray, PA to Head Teacher / Office Manager, by the closing date of Thursday, 14<sup>th</sup> February 2019. Interviews will be held week commencing 25<sup>th</sup> February 2019. We shall ask the Central Shropshire Academy Trust to formally offer successful applicants a temporary contract, setting out the terms and conditions of employment as soon as possible after interview.

If you have not heard within four weeks of the closing date, please assume that your application has been unsuccessful on this occasion. In this event, may I take this opportunity of thanking you for your application.

Mr P. O. Salmon, Business Manager

January 2019

**Mary Webb School and Science College is a non-smoking school**