

## Henley in Arden School



**Job Title:** Lead Exams Invigilator

**Hourly Rate:** £10.98 plus holiday pay (pay award pending).

Hours of Work: Casual hours – supporting internal and external exams at Henley in Arden School – particularly in May and June.

**LINE MANAGER:** Exams Officer

**A rare and exciting opportunity has arisen to join our team in our forward thinking and aspirational school based in Warwickshire's beautiful, medieval market town of Henley-in-Arden.** Where better to support students than in the district of Stratford-upon-Avon, at the heart of Shakespeare's county? Visits to our green-field site, bordered by the River Alne, are welcome (and encouraged!) so that you may see for yourself why *Ofsted* describe our flourishing students as, '...well behaved, polite and courteous'.

As lead invigilator you will support the day to day running of examinations at Henley in Arden School. For more information, our exams officer Wendy Kelly can be contacted at [wkelly@henleyschool.com](mailto:wkelly@henleyschool.com)

An ideal candidate will:

- be reliable, flexible and readily available during main exam periods (May and June)
- 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

### **Main duties**

1. To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Henley in Arden School's regulations and instructions
2. To have a key role in upholding the integrity and security of the examination/assessment process
3. To be responsible for the smooth running of the exam room, including the large cohort rooms
4. To be responsible for the distribution, checking and packaging of all exam scripts while in exam room.

### **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 requirements
- Admit candidates into exam rooms under formal exam conditions
- Identify candidates and seat candidates according to the required arrangements

- Distribute the correct question papers and exam materials to candidates
- Instruct candidates in the conduct of their exams, including the large cohort rooms
- 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**

- Undertake training, update and review sessions as required
- (prior to invigilating any exam in a new academic year) Undertake relevant online invigilator training and assessment for that academic year
- Undertake, where required and where able, other duties requested by the associate headteacher and/or 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)
  - other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'

Our school application form is available on our website; applications should be accompanied by a supporting letter of application (no more than two sides of A4). Should you have any queries about the process, wish to arrange a visit, or to submit your application, please contact Mrs Sally Smith. [Ssmith@henleyschool.com](mailto:Ssmith@henleyschool.com)

**Application Deadline:** Friday 13<sup>th</sup> October 2023 at 9am

Henley-in-Arden School is committed to safeguarding and promoting the welfare of children and young people and it expects all staff and volunteers to share this commitment. Successful candidates will be required to undertake an enhanced DBS including a Children's Barred List check.

Henley-in-Arden School, Stratford Road, Henley-in-Arden, Warwickshire, B95 6AF.

Associate Headteacher:

Mr J Roper

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