



# West Hatch High School

West Hatch are looking to recruit casual examination readers/invigilators for the forthcoming exam season. We have internal exams taking place during the weeks 27/11/17 – 07/12/17 and 19/02/18 – 23/02/18. Summer exams start in May and run through to the end of June (approx.). Rates of pay are £9.21 per hour for Standard Invigilators and £9.67 per hour for Senior Invigilators. Full training will be provided.

If you are interested in applying or know of anyone who may be interested then please contact the main school office for an application form – [admin@westhatch.essex.sch.uk](mailto:admin@westhatch.essex.sch.uk) alternatively a (non-teaching) application form can be downloaded at the bottom of the vacancies page.

Please note that all applications are subject to full DBS and reference checks.

## **JOB DESCRIPTION**

**Title of Post:** Reader/Invigilator - £9.21 per hour

**Purpose of Job:** To implement examination procedures and ensure the proper conduct of examination candidates.

### **Duties and Responsibilities:**

#### **Procedures:**

- Assist in setting up exam room in accordance with the seating plan.
- Handing out appropriate question papers to candidates.
- Collect candidate identification cards.
- At the end of the examination, collect candidate and question papers in accordance with instructions.
- Assist in dismissing candidates at the end of the examination and ensuring their proper conduct in doing so.
- Ensure silence in the examination room and avoid disruption at all times.

- Ensure that all candidates comply with any instructions given.
- Walk around the examination room, ensuring no candidate has forbidden items and remove any found.
- Ensure that candidates do not converse, signal, or otherwise communicate with each other or other persons, record any incidents and report these to the Senior Invigilator, exams officer or other appropriate person.
- When absolutely necessary, escort candidates to the toilet.
- During the exams invigilators should ensure that they are fully familiar with JCQ instructions for conducting examinations booklet which will be provided.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

November 2017