



*Saint Joseph's*  
CATHOLIC SCHOOL

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*Exam Invigilator*

*Casual Basis - Salary: £9.25 p/h*

[www.sjcs.org.uk](http://www.sjcs.org.uk)

# WELCOME FROM THE HEADTEACHER

Dear Applicant,

The Governors and I welcome your interest in the position of Exam Inviligator at our school.

St Joseph's is a smaller than average school. The warm and welcoming atmosphere is matched by a strong focus on pupil progress and hence improving their life chances.

Our reputation within the community, following year on year improvements in results, has resulted in us becoming oversubscribed and a school of choice for many parents.

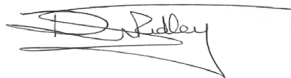
Following an extremely pleasing Ofsted inspection in November 2018 we have a clear focus on the areas we need to improve and hence achieve Outstanding grading in all sections. I am thrilled that the Inspectors recognised the tireless hard work, commitment and dedication that occur every day and how the school has improved over time because of the relentless drive for excellence. The school was judged to be Outstanding in the Behaviour and Safety category and Good in the other three, thus giving an overall judgement of Good.

We are looking for an ambitious individual who can inspire pupils. The successful candidate will be a good team player, with a distinct sense of purpose and bring a strong intellectual commitment to their role.

## Dates

Applications for this position are open on an ongoing basis.

We very much look forward to receiving your application. Should you have any queries, please do not hesitate to contact me.



Mrs RA Ridley  
Headteacher



# JOB DESCRIPTION

<b>Post:</b>	<b>Exam Invigilator</b>
<b>School:</b>	<b>St Joseph's Catholic School</b>
<b>Salary:</b>	<b>£9.25 p/h</b>
<b>Responsible to:</b>	<b>Examinations Officer</b>
<b>Contract Type:</b>	<b>Casual, hours dependent on exam requirements</b>

## Job Purpose

The role of the invigilator is to ensure that examinations are conducted in accordance with exam regulation procedures. Invigilators have a key role in upholding the integrity of the examination process.

## Responsibilities

- Ensure that all candidates have an equal opportunity to demonstrate their abilities and are provided with the best possible opportunity to be successful in their exams
- Ensure the security of the examination materials before, during and after the examination
- To be vigilant, whilst not disturbing students
- To help ensure that the conduct of the exam takes place within the guidelines set down by Joint Council of Qualifications (JCQ)
- Ensure that student and exam confidentiality is protected at all times
- Prevent possible candidate malpractice and report any suspicious activities
- to the Examination Officer
- Inform the 'Head the Centre' of any suspicions about the security of examination papers, completed response sheets or any other issue that threatens the integrity of the examination process

## Main Duties

- To distribute all exam papers and stationary accurately before the exam has begun in accordance with exam procedures
- To ensure that the secure exam packets are opened inline with exam procedures
- To ensure that the exam room and set up meets the exam board specification prior to students entering the room:
  - Correct ratio of invigilators to students in place and maintained throughout exam
  - heating, lighting, ventilation and levels of outside noise are acceptable
  - no display materials that might be helpful to candidates are visible
  - the centre number, subject and paper number, and start and finish times for the exam are displayed
  - reliable clock(s) of readable size is visible to all students
  - start and finish times for the exam displayed
  - the Warning to Candidates is displayed both inside and outside the examination room
  - the Warning to Candidates and Mobile Phone poster is displayed in a prominent place outside the examination room
  - the seating arrangements prevent students, intentionally or otherwise, from overseeing the work of others

# JOB DESCRIPTION

## Main Duties (continued)

- To ensure students are seated in the exam room according to the seating plans provided
- To ensure students act under exam conditions from the moment they enter the exam room
- To ensure candidates are under supervision throughout duration of the examination
- To ensure students have the correct exam papers and material necessary for the exam
- Make the necessary announcement at the start of each examination
- To ensure late students are briefed, seated and allowed to partake in the exam with minimal fuss and impact on other students in the room
- Completing attendance register and room plan during examination
- To invigilate during examinations, dealing with queries raised by students and dealing with any examination irregularities or disturbances in accordance with strict procedures
- At the end of the examination, to collect all scripts and ensure that candidates have written the correct information on their paper; as it appears on the attendance register, and that no scripts are missing
- To check exam desks are clean of graffiti and tidy exam room at the end of exam
- Dismiss students at the end of the exam in an orderly and managed manner
- Return all exam materials to the exam office:
  - Exam answer books sorted in candidate number order
  - Completed and signed exam register
  - Completed incident record if applicable
  - All question papers and answer books (any exam materials)
  - Any exam equipment
- To inform the Examination Officer of any issues or disturbances for Examination Regulations with a verbal and written report
- To take part in training activities as deemed necessary
- To act as reader/prompt /scribe for students if arrangement is in place for student (specific training will be provided)
- To ensure only authorised persons enter the exam room, and any persons entering are reported to the Exams Officer
- To ensure that in the event of an emergency (such as fire alarm or bomb alert) that the exam room is evacuated in adherence with exam conditions

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. There may also be other responsibilities required as directed by the Examinations Officer or School Leadership Team.

# PERSON SPECIFICATION

## We are seeking people who:

- Have a high standard of spoken English
- Are punctual and reliable
- Are able to commit specific times or days during exam periods
- Are confident dealing with difficult or urgent situations
- Can be numerate and able to read numbers quickly and accurately
- Have good administrative skills with an excellent eye for detail
- Are flexible to lead an exam or work as part of a team
- Are able to work efficiently under direction
- Are discreet
- Are mindful of students' needs
- Have previous experience, however this is not mandatory as we can set up a mentor and full training will be provided for all invigilators annually
- Are sympathetic with our values; as a Catholic school we promote our Christian Spirituality

# EXAMINATION DETAILS

The main examinations take place during periods in May and June each year, with mock exams and assessments earlier in the year.

Exams are scheduled Monday to Friday with an AM and PM session

- AM – normally start at 9.15am
- PM – normally start at 1pm

Invigilators need to arrive at least 45 minutes before the scheduled start time of the exam to set the room up and ensure a prompt start.

The length of exams can vary by subject and any access arrangement in place for the students.

Whilst the majority of exams take place in the main hall, there will be times where a student requires sole invigilation.

Invigilators are expected to be vigilant at all times in the examination rooms, and will therefore not be able to bring reading or other materials for use during the shift.

# OVERVIEW OF THE SCHOOL

Our school encourages and guides each of its pupils to develop their own unique gifts and talents. By providing a broad range of learning experiences and a supportive and nurturing environment, our pupils enter the world as confident, rounded individuals, with high expectations of themselves and the self-belief, skills and attributes to achieve their true potential. Everyone in school is here for a purpose, to learn each day, and to widen their knowledge, experience and imaginative understanding. At both Key Stage 3 and 4, opportunities within the curriculum enable pupils to enjoy, achieve and grow in their learning. Pupils follow a curriculum that is appropriate to their needs, provides challenge and enables them to achieve. There is a positive atmosphere for learning in lessons at St Joseph's, as teachers and subject leaders are constantly finding innovative and engaging learning experiences for pupils.

## SCHOOL ETHOS

St Joseph's Catholic School is a small 11-16 school located in the beautiful city of Salisbury, Wiltshire. It is a vibrant, exciting and caring school where our Catholic ethos is at the heart of everything we do. Our values and ethos permeates everyday life as a community, each child and every adult is treated with the utmost dignity and respect. Consequently, pupils leave us as well-rounded individuals and staff turnover is exceptionally low. Our school is committed to be a centre of excellence for all faiths and abilities and we are very proud of our successes and our outstanding reputation within the local community.



## STAFF WELFARE AND CAREER PROFESSIONAL LEARNING

As a school that values Career Professional Learning for all our staff, we have an extensive range of courses and opportunities on offer which enables our staff to flourish. We offer the NPQML and NPQSL national qualification to all those staff who show leadership potential and wish to move into Senior Leadership in the coming years. Recently, we have supported four staff to become qualified teachers via SUPA Salisbury and the Assessment Only route.

## SAFEGUARDING AND CHILD PROTECTION

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All new staff within the school will be subject to an enhanced DBS check.

The school has a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our Child Protection policies.

## ACADEMIC SUCCESS

Over the past five years, St Joseph's Catholic School has exceeded challenging targets by over 11%, securely placing us, yet again, as one of the best schools in the country and in Salisbury for the progress of pupils. We have received local and national recognition for our GCSE results which placed our school as one of the top performing similar schools in the country.



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ST JOSEPH'S CATHOLIC SCHOOL

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LAVERSTOCK

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