



**HAMPSTEAD SCHOOL**  
Learning together Achieving together



## **EXAMINATION INVIGILATORS APPLICATION PACK**

- Advert –Exam Invigilator
- Exam Invigilator Job Profile & Person Specification
- Application Form – *please download from the school's website*  
<http://www.hampsteadschool.org.uk/page/?title=Job+Vacancies&pid=18>



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**EXAMINATION INVIGILATORS**  
**Hourly claiming basis at £11.61**

Required for examinations and various times throughout the school year, but particularly during public examinations in May and June.

Duties include supervising students taking examinations, preparing exam rooms and distributing and collecting exam papers.

Full training will be given.

**The ideal applicant will**

- Be highly organised,
- Be vigilant and reliable,
- Have excellent attention to detail
- Have the ability to remain calm under pressure.

The school is committed to safeguarding and promoting the welfare of children. The successful applicant will be required to undertake an enhanced DBS check. Checks will be made with previous employers.

For details and an application form, please see the school's website, or contact us by telephone or email

**Closing date for applications:** 25 January 2019

**Interviews:** 4 & 5 February 2019

**11 – 19 Mixed Comprehensive N.O.R: 1250**  
Westbere Road, London, NW2 3RT - Head: Jacques Szemalikowski  
Tel: 020 7794 8133  
Email: [vacancies@hampsteadschool.org.uk](mailto:vacancies@hampsteadschool.org.uk)  
Website: [www.hampsteadschool.org.uk](http://www.hampsteadschool.org.uk)





## JOB PROFILE

Hampstead School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

<b>POST TITLE:</b>	<b>EXAMINATIONS INVIGILATOR</b>
<b>Purpose:</b>	<ul style="list-style-type: none"><li>• To work with the Examinations Officer to ensure the proper conduct and smooth running of the school's examinations in accordance with the agreed regulations, instructions and procedures as issued by the Awarding Bodies (Examination Boards).</li><li>• To work as part of a team to ensure that examinations run efficiently.</li></ul>
<b>Direct Reporting :</b>	Examinations Officer
<b>Core Duties</b>	<ul style="list-style-type: none"><li>• Collection of exam papers, examination stationery and other materials from the Examinations Officer.</li><li>• Setting up the exam rooms with required materials prior to the start of the exams.</li><li>• Setting up candidate desk labels in accordance with the registers.</li><li>• Making a seating plan.</li><li>• Helping to control the entry of students to the exam room, getting students to the correct seat etc.</li><li>• Marking the register(s) of the candidates.</li><li>• Maintaining the correct atmosphere in the exam room in accordance with the regulations, e.g. preventing communication.</li><li>• Dealing with requests from the students during the exams, e.g. handing out specialised equipment, accompanying a student to the toilet.</li><li>• Arrangements for finishing examinations.</li><li>• Collecting students' scripts.</li><li>• Sorting scripts ready for despatch.</li><li>• Collecting and checking unused stationery after an exam</li><li>• Supervising clash candidates</li><li>• Supervising candidates taking more than one paper in a session</li><li>• Co-ordinating with the Achievement Support Faculty for students who have special requirements (access arrangements)</li></ul>
<b>Operational &amp; Strategic Planning</b>	<ul style="list-style-type: none"><li>• To implement strategies to support SLT</li></ul> To assist with the implementation of school Policies and Procedures
<b>Service Delivery</b>	<p>Public Examinations (GCSE, AS and GCE) at Hampstead School involve large numbers of students. There may be up to 250 candidates taking an exam in a particular session including students from three different year groups. Students take different levels of papers and different combinations. Exams usually start at 9.00 a.m. for morning session and 1.30 p.m. for afternoon sessions. The length of the exams varies but many last for 2 to 3. Invigilators are expected to be in the exam room one hour before the start to help set up the exam and will be needed after the exam to clear away.</p> <p>The main examination sessions for public exams are in the months of May and June.</p> <p>There are also other examination sessions during the year that will require invigilators, e.g. school internal exams normally in November and January</p>

	We strive to attain a highly organised system to enable our students to work to the best of their ability during this stressful time.
<b>Human Resources</b>	<ul style="list-style-type: none"> <li>• Examinations Officer</li> <li>• Senior Leadership Team</li> <li>• Heads of Faculty</li> <li>• Teaching Staff</li> <li>• Students</li> <li>• Site Team</li> <li>• Administration Team</li> </ul>
<b>Quality Assurance:</b>	<ul style="list-style-type: none"> <li>• To ensure the effective operation of quality assurance systems</li> <li>• To establish standard operating procedures</li> <li>• To monitor and evaluate progress in line with school's procedures for evaluation against quality standards and performance criteria</li> </ul>
<b>Management Information:</b>	<ul style="list-style-type: none"> <li>• To maintain accurate and up-to-date information</li> <li>• To produce reports within the quality assurance cycle</li> </ul>
<b>Communications &amp; Service Orientation:</b>	<ul style="list-style-type: none"> <li>• To ensure effective communication with all stakeholders</li> <li>• To communicate and co-operate with persons or bodies outside the school and to actively promote the school's vision and ethos when doing so.</li> <li>• To represent the school's views and interests</li> <li>• To contribute to school publications</li> </ul>
<b>Marketing and Liaison:</b>	<ul style="list-style-type: none"> <li>• To actively promote the school and its corporate well being</li> </ul>
<b>Management of Resources:</b>	<ul style="list-style-type: none"> <li>• To manage the available resources of space, staff, money and equipment efficiently in line with the principles of "Best Value" and in line with school procedures</li> </ul>
<b>Additional Duties:</b>	To play a full part in the life of the school community in implementing its vision, mission and ethos and support staff and students to do likewise

<p><b>Other Specific Duties:</b></p> <ul style="list-style-type: none"> <li>• To continue personal development as agreed.</li> <li>• To be generally responsible for safeguarding and promoting the welfare of students</li> <li>• To take the lead in courtesy to colleagues and in modelling the school ethos to visitors and callers.</li> </ul> <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p> <p><b>Functional Links</b> The post holder would be expected to liaise with staff at all levels as well as parents, external agencies such as the Local Authority and the Department for Education and Skills.</p> <p><b>Health &amp; Safety</b> The postholder is required to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.</p> <p><i>This job description is current at the date shown, but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.</i></p>
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**EXAMINATIONS INVIGILATOR  
PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• A good level of general education</li><li>• Enhanced DBS check associated with ability to promote safeguarding of children</li></ul>	
<b>Experience</b>	Team working	
<b>Ability/ Skills</b>	<ul style="list-style-type: none"><li>• Reliable</li><li>• Well organised</li><li>• Punctual</li><li>• Proven ability to work under pressure</li><li>• Ability to display authority</li><li>• Have good interpersonal skills and be able to communicate effectively</li><li>• Ability to establish and maintain effective working relationships at all levels</li><li>• Ability to work flexibly, to be an integral part of the invigilators team</li><li>• A consistent approach and attention to detail</li></ul>	<ul style="list-style-type: none"><li>• Willingness to acquire new skills as appropriate</li><li>• Ability to work independently and to prioritise work</li></ul>
<b>Equal Opportunities</b>	Commitment to Equal Opportunities and the community ethos of the school.	
<b>Disposition</b>	<ul style="list-style-type: none"><li>• A sense of perspective and manifest enthusiasm</li><li>• Ability to work hard and prioritise within competing deadlines</li><li>• A commitment to teamwork and collaboration.</li><li>• Exemplary record of attendance and punctuality</li></ul>	<ul style="list-style-type: none"><li>• Resourcefulness, flexibility and adaptability</li><li>• Ability to create and maintain good relationships and work effectively with people at different levels</li></ul>