



JOB DESCRIPTION

Title: Examination Invigilator

Department Examinations Office

Responsible to: Examination Manager

Reporting to: Examinations Office Staff

Accountable to: Senior Deputy Head

Liaises with: Academic staff, school administrators and students

Job purpose: To ensure the fair and proper conduct of examinations in an environment that enables a student to perform at their best, supporting all examinations staff with the day-to-day operation of examinations held within Ratcliffe College.

It is an expectation and requirement that invigilators are available for the whole of each examination season.

Specific Duties:

- To assist with the setting up of examination venues by laying out stationery, equipment, and examination papers in accordance with strict procedures.
- To follow and enforce examination procedures and rules, as per the Joint Council for Qualifications (JCQ) regulations.
- To assist candidates prior to the start of the examinations by directing them to their seats and advising them about possessions permitted in examination venues.
- To ensure that candidates do not talk once inside the examination venues.
- To invigilate during examinations.
- To invigilate students on a one-to-one basis, if required. This may involve acting as a reader and/or scribe and may necessitate the use of a laptop.
- To deal with queries raised by candidates and deal with examination irregularities in accordance with procedures.
- To check attendance during examinations and record details of late arrivals.
- To escort candidates from venues during the examination as required and supervise candidates whilst outside examination venues.
- To escort candidates on toilet breaks ensuring no unauthorised material is consulted and that examination regulations are observed at all times.
- To collect, collate and deliver scripts at the end of the examination in accordance with strict procedures.
- To supervise candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner.
- Delivery of materials to and from venues as appropriate. This may involve an element of lifting.
- Starting and finishing examinations.

General

- Attendance at meetings is expected.
- Attendance at all training sessions is **mandatory**.
- To work according to the School's policies and procedures.
- To work according to Health and Safety regulations being aware for your own safety and the safety of others.
- To undertake any other duties that may be necessary from time to time to ensure the efficient running of the College.

Additional Information

Ratcliffe College is an independent Roman Catholic day and boarding school founded by the Institute of Charity (known as the Rosminians) in 1847. The School is located just off the A46 at Ratcliffe-on-the-Wreake and is situated in approximately 200 acres of beautiful grounds. There are over 850 students ranging from age 3 to age 18, including boarding and in the Sixth Form. The School employs 260 staff and whilst being a highly successful organisation maintains a friendly "family" culture.

Working times

As the nature of the role suggests, Examination Invigilators will be required to work during times examinations are taking place within the college. Examinations take place during November and February as well as the main public examinations from May through to July plus ad hoc dates including some Saturdays as required.

You will be expected to be available for invigilation during the periods stated above.

Rate of Pay

The rate of pay for this role will be £9.89 per hour. In addition 5.6 weeks of annual leave per year will be paid based on an average weekly pay.

Enhanced rates of pay are available when acting as a reader/scribe (full training provided).

Training

The JCQ, which represents all the Examination Boards offering UK qualifications, require that invigilators attend training and update sessions each year. Details will be provided, and this is a **mandatory requirement. Non-attendance means invigilation sessions cannot be allocated.**

Closing date for receipt of applications: 9am Monday 3 October 2022.

Interviews will be held on Monday 10 October 2022.

Training for successful applicants will be held on Monday 31 October 2022 in the afternoon.

Application is via the College website only:

<https://www.ratcliffecollege.com/about/vacancies/>

This post is subject to the terms and conditions of employment for Support Staff.



RATCLIFFE
COLLEGE

Ratcliffe College is committed to safeguarding and promoting the welfare of children, therefore before a permanent appointment is made Child Protection screening, checks with past employers and enhanced screening through the Disclosure and Barring Service must be satisfactorily completed.