



**ROYAL GRAMMAR SCHOOL**  
**Amersham Road, High Wycombe, HP13 6QT**

**01494 524955**

**[www.rgshw.com](http://www.rgshw.com)**

## **Exams Invigilator**

**Start: Summer Term**

Applications should be made to the Finance and Resources Director, asap by email ([dmc@rgshw.com](mailto:dmc@rgshw.com)) or post. Along with the completed application form, please include a letter of application and a current curriculum vitae, which should include the names, addresses, telephone numbers and email addresses of 2 referees.

Those being called for interview will hear asap. If you have not heard from us by this date please assume that your application was unsuccessful. In which case we thank you for applying and wish you well in your future career.

**The RGS is committed to promoting the safety and welfare of all pupils.  
Appointment is conditional upon at least two satisfactory references. All staff are required, before taking up post, to undertake an enhanced criminal record check through DBS.**



## Job Description Invigilators

### The Role

We are looking for new invigilators to join our existing team of ten invigilators for the summer exam season onwards. The exam session starts mid-May and finishes the end of June.

The invigilators are overseen by the Examinations Officer. An ability to work well within a team and a calm manner are more important than any previous experience. Full training will be provided and you will quickly become part of this team. We will ensure that you feel confident before the first session and will aim to pair you with the experienced invigilators.

Invigilators also play a role in mock exam weeks (January/February) and an ability to contribute to these sessions would be an advantage, although not essential.

### Experience

- Not required as training will be provided

### Ideal candidate will:

- be flexible
- have effective communication skills
- be confident and have a reassuring presence to candidates in exam rooms

### Salary:

- £8.62 per hour

### Working Hours:

- Flexible - during the examination period



## Job Description

### Invigilator

Accountable to: **Examinations Officer**

#### As Invigilator:

- To ensure that all candidates sit their examinations in a calm and proper environment following the guidance rules and regulations laid down by the Joint Council of Qualifications (JCQ).
- To take direction from the Senior Invigilator present in the room.
- To attend regular training sessions, to be updated on examination rules and regulations including 'Child Protection and Safeguarding'
- To assist in preparing the examination room, eg, relevant JCQ poster displayed, desk labels laid out in seating plan order, distribute the examination material and papers for the examination.
- To assist in collecting in the completed scripts.
- To escort a candidate to the toilet if required.
- To give full attention to conducting the examination properly.
- To observe the candidates in the examination room at all times.
- To quietly and unobtrusively walk around the examination room at regular intervals.
- To issue the candidates with additional papers if and when required.
- To be aware of any extra time allocated to candidates with special requirements.
- To report any suspicion of malpractice immediately to the senior invigilator in the room.
- To inform the Examinations Officer immediately of any candidate query regarding the content of the examinations paper, and not alert the other students.
- To not read the examination question papers or candidates completed scripts.
- To not give any aid to the candidates in respect of the content of the examination papers.
- To not take from the examination room any examination material unless asked to do so by the Examinations Officer.
- To not conduct any other activity other than that of supervising the examination.
- To not leave an examination candidate on his own at any time.
- To undertake other duties of an appropriate nature as may be reasonably required by the Headmaster.

*This job description is written at a specific time and is subject to change as the demands of the governors and needs of the School change. The role requires flexibility and adaptability and employees of the School need to be aware that they may be asked to perform tasks and given responsibilities not detailed in this job description.*