



## Casual Exam Invigilator

Candidate Information Pack  
September 2021/2022

**Learning Today: Leading tomorrow**

# About our school

Bentley Wood High School, Clamp Hill, Stanmore, Middlesex, HA7 3JW

## Our School

### Learning today: leading tomorrow

At Bentley Wood High School for Girls we are proud of our fine record of academic achievement within our safe, caring, stimulating environment where pupils learn happily and well. We encourage each girl to develop a wide range of skills and interests, to achieve her personal best and to work co-operatively with consideration for all members of our learning community at all times.

As a single sex school, we recognise that research has shown that our environment empowers girls to maximise their potential, participate fully in all areas of school life and achieve their very best.

Bentley Wood High School is a rich and diverse community. We celebrate our diversity and welcome further opportunities to learn from each other. Our partnership with parents is a strength of the school. Parents consistently provide positive feedback and are very supportive of the school through our Parent Voice group.

We are extremely lucky to be in a school in such a beautiful natural setting. Bentley Wood High School has been described by parents as the 'hidden jewel in the crown' however; our most important treasures are our students and staff.

**I very much look forward to meeting you.**

Dr Janice Howkins OBE

Headteacher



# Job Description: Exam Invigilator

**Purpose:** To provide support during the examination process. Be available for approximately two weeks in November/December, one week in January and between April through to the end of June for invigilation.

**Responsible to:** Examinations Manager

## Main Duties and Responsibilities

1. To be committed to and to promote the school's vision, aims, objectives and values;
2. To be committed to safeguarding and promoting the welfare of children, there will be involvement in regulated activity relevant to children;
3. To support the Lead Invigilator/ Examinations Team with the day-to-day operation of examination venues. This may include (but is not limited to):
  - a. Assist with setting up examination venues by laying out stationery, equipment and examination papers in accordance with the outlined procedures;
  - b. Assist with the distribution and collection of exam papers in the order required;
  - c. To ensure all pupils come into the exam rooms in a quiet and orderly fashion and remain silent and seated for the duration of the exam;
  - d. Escort candidates from the examination venue during the examinations as required, and supervising candidates whilst outside the examination venue;
  - e. 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;
  - f. Assist candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues;
  - g. To ensure all exam desks have an exam paper and candidate card in advance of pupils entering the exam room;
  - h. Offer advice and guidance to unregistered candidates without allocated seats;
  - i. Invigilate during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures;
  - j. Check attendance during examinations;
  - k. Check the desk for graffiti prior to students entering the exam rooms and make a note of any desk that have been defaced then check just before students have been dismissed for any new graffiti;
  - l. Be vigilant at all times during the exam;
  - m. Ensure all exam materials are returned to the exam's cupboard.

## Other Duties

To attend any training required.

To comply with any reasonable requests from a leader/manager to undertake work of a similar level that is not specified in the job description.

The job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to meet changing regulations or circumstances. These would be commensurate with the grade and title of the post.

# Person Specification:

Qualifications	Essential	Desirable	How measured
Degree or equivalent		✓	Application
Minimum of 5 GCSE passes at grade C or above (or equivalent) including English and Maths	✓		
Evidence of professional development	✓		
Knowledge, Skills & Experience			
Experience of working or volunteering in an educational environment		✓	Application, references and interview
Understanding of how educational institutions operate	✓		Application, references and interview
Ability to understand regulatory environment in which school examinations take place		✓	Application, references and interview
Be able to manage groups of students in a variety of situations	✓		Application, references and interview
Be able to show initiative and know when to ask for guidance	✓		Application, references and interview
Experience of public examinations		✓	Application, references and interview
The ability to work as a member of a team and to have sensitivity and tact in dealing with a wide range of young adults and people	✓		Application, references and interview
The ability to remain calm under pressure, maintain complete confidentiality and discretion at all times	✓		Application, references and interview
Be interested in children as individuals in how they learn and be able to motivate, encourage, counsel, guide and direct students	✓		Application, references and interview
Qualities			
Commitment to student safeguarding and well being	✓		Application, references and interview
A commitment to the positive behaviours of students	✓		Application, references and interview
Commitment to equal opportunities	✓		Application, references and interview
A willingness to share in the school's educational vision	✓		Application, references and interview
Strong team player	✓		Application, references and interview

Self-motivation and a sense of initiative	✓		Application, references and interview
Open and transparent work ethic	✓		Application, references and interview
Flexible and adaptable in approach and hours if necessary	✓		Application, references and interview
Professional conduct and personal integrity	✓		Application, references and interview