



FRIERN BARNET SCHOOL

Hemington Avenue, London, N11 3LS

Head Teacher: Mr S Horne

Invigilators

Required spring / summer term 2024

Salary: £10.50 per hour

Hours: variable during exam periods on an as and when basis

We have a number of vacancies for invigilators to join our team.

You should have good verbal communication skills and be able to be firm but understanding with students during this stressful time. IT skills and fluency in an additional language would also be advantageous. You are expected to work flexible hours and to work as part of a team. Previous invigilation experience would be helpful but not essential as training will be given.

You would need to be available during the main exam periods ie May, June and July and the spring term (commencing March 2024) and be able to start work from 8.00 am.

We are committed to safeguarding and promoting the welfare of children and young people and applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure Barring Service.

Application forms and further details are available to download at www.friern.barnet.sch.uk. Please apply using the non-teaching application form on the school website. Completed applications should be sent to vacancies@friern.barnet.sch.uk

Please contact Mrs Bunn, Information & Exams Officer (l.bunn@friern.barnet.sch.uk) for further information or a confidential discussion.



Friern Barnet School Job Description

Post Title:	EXAM INVIGILATORS
Purpose:	To conduct examinations in accordance with JCQ, awarding body and Friern Barnet School instructions
Reporting to:	Exams Officer
Liaising with:	Lead invigilator
Working Time:	Variable during exam periods on a casual as and when basis
Salary/Grade:	£10.50 per hour
Disclosure & Barring Service (DBS)	Enhanced
MAIN (CORE) DUTIES	
Key Duties	<p>Before exams</p> <ul style="list-style-type: none"> • To report to the Exams Officer prior to each exam session • To keep exam papers and materials secure at all times • To ensure exam rooms are set out to standard • To admit candidates into exam rooms • To identify, seat, and instruct candidates in the conduct of their exams • To distribute exam papers and materials to candidates • To deal with candidate queries <p>During exams</p> <ul style="list-style-type: none"> • To supervise candidates at all times and be vigilant throughout exams • To keep disruption to a minimum • To deal with emergencies or irregularities effectively • To record/report any irregularities • To refer any problems immediately to the Chief/Lead Invigilator • To escort any candidate who may leave the Exam Room • To complete attendance registers • To deal with candidate queries <p>After exams</p> <ul style="list-style-type: none"> • To collect exam scripts • To dismiss candidates from the exam room • To return exam scripts and other materials to the exams officer
<p>Other Specific Duties:</p> <ul style="list-style-type: none"> • To attend training, refresher or review sessions as required • To undertake, where required and where able, other duties requested by the exams officer, for example: <ul style="list-style-type: none"> ○ Supervision of clash candidates between exam periods ○ Providing support for candidates with access arrangements e.g. as a reader, scribe (full training will be provided) ○ Exams-related administrative tasks • To promote actively the school's policies • To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate • To comply with the school's procedures concerning safeguarding and to ensure that training is accessed 	

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to maintain a standard of dress conducive to their position as professionals and in setting an example to students.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

2024