



VACANCY

External Ref: THA254

Exam Invigilators

Part-time as and when required

Salary Range: £8 per hour

Are you a mature, responsible and calm individual? Are you interested in part-time work?

The Harefield Academy is looking to expand its team of Exam Invigilators and is seeking efficient, flexible and well organised people who work well in a team, with good communication skills. Work is varied and flexible at key exam times throughout the year for all of our GCSE, GCE and BTEC online examinations, internal examinations, along with internal assessment testing.

- Full training will be given to those who are successful.
- Help to set up the exam room, lay out exam papers in accordance with seating plans.
- Display correct exam signage in accordance with JCQ regulations.
- Ensure that exams are conducted in accordance with instructions issued by JCQ.
- Be vigilant at all times .
- Ensure a calm environment within the exam venue.
- Full understanding of the invigilator handbook and exam processes.
- Read, understand and implement the JCQ 'ICE' (Instructions for conducting examinations) booklet.
- Deal with students and any disturbances during the exam.
- Report any issues or disturbances to the lead invigilator as soon as they arise during the exam.
- Report any suspected malpractice or discrepancies during the exam to the lead Invigilator.
- Complete attendance registers noting absent candidates at the start of the exam.
- Collect exam papers at the end of the exam, checking candidates' details on the front cover have been completed.
- Check exam numbers on exam scripts against students name, complete packing registers for dispatch.
- On occasion act as a scribe or reader or offer practical assistance for students with exam arrangements (full training will be provided).
- Carry out any other duties requested by the Senior Exams and Data Manager.

How to make an application:

The application form can be downloaded from The Harefield Academy website.

Applications are to be sent to Mrs Helen Timmins at htimmins@theharefieldacademy.org. Please include a covering letter with the completed application form with the contact details of two referees.

The Harefield Academy employs a strict selection and recruitment policy which includes all statutory checks on staff and regular volunteers including Enhanced DBS (disclosure and barring service) checks.

The Harefield Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Headteacher: Tash Moriarty