



Job Description

Role: Exam Invigilator

This job description gives an overall indication of the areas of responsibility of the position, but is by no means all encompassing or fixed. The post may include other duties and responsibilities as determined by management that fall within the general responsibilities of the post. St. Francis' College Limited ('the College') is an equal opportunities employer.

St Francis' College is a leading educational institution committed to providing high-quality learning experiences. As part of our commitment to academic excellence, we are seeking dedicated individuals to join our team as Exams Invigilators. This role involves ensuring the smooth and fair conduct of internal and external exams in accordance with JCQ regulations.

Location:	Senior School
Accountable to:	The Exam Invigilator is directly responsible to and supervised by The Exams Officer. However, the Exam Invigilator may also receive instructions from the Director of Studies, and from the Head, who is responsible for the leadership and management of the College.
Responsible for:	N/A

Job Description

We are seeking dedicated and attentive Exams Invigilator's to join our team. The role involves supervising internal and external examinations in accordance with the Joint Council for Qualifications (JCQ) regulations, and the instructions provided by the Exams Officer. Successful candidates will play a crucial role in maintaining the integrity of the examination process and facilitating a fair and secure exam environment for all candidates.

Key Responsibilities

- **Exam Supervision:** Oversee the conduct of exams, ensuring all JCQ regulations and procedures are strictly adhered to. This includes monitoring candidates, managing exam materials, and maintaining a quiet, orderly environment.
- **Access Arrangements Facilitation:** Assist in implementing access arrangements for candidates with special requirements, as per JCQ guidelines, ensuring a supportive and inclusive exam environment.
- **IT Skills:** Utilise IT skills to manage electronic exam systems and troubleshoot any technical issues that may arise during the examination process, and ensure secure and efficient operation of exam software and systems.
- **Security and Confidentiality:** Ensure the security of examination papers and materials, and maintain confidentiality at all times. Maintain a vigilant and controlled exam environment, preventing any instances of malpractice or irregularities.
- **Candidate Assistance:** Provide clear instructions to candidates, answer queries related to the examination process, and ensure candidates' needs are met during the exams.
- **Documentation and Record Keeping:** Accurately complete required documentation, such as attendance records, incident reports, and other relevant paperwork.

Required Qualifications and Skills

- IT Skills: Proficiency in basic IT skills and ability to navigate electronic examination systems.
- Training: Willingness to undergo significant training in JCQ regulations, exam procedures, and access arrangements, including on-line training.
- Availability: Flexibility in availability, particularly during the months of April, May and June, to accommodate exam schedules.
- Personal Attributes: Excellent attention to detail, strong communication skills, ability to remain calm under pressure, and a high level of integrity. Able to work effectively in a team, and a high level of accuracy in completing administrative tasks.
- Physical Requirements: Ability to stand and walk for extended periods and perform light lifting if required.

General

The College is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. CVs will not be accepted.

Owing to the presence of pupils in the College, strict rules governing staff behaviour and, in particular, regarding access to areas of the College, are in place. Details may be obtained from the College.

Person Specification

Essential	Desirable
Education: Good standard of education	Education: A knowledge of foreign languages.
Experience: An effective team member.	Experience: Previous experience in a similar role. Previous experience in an educational setting.
Skills: Effective communication skills. Strong IT skills. Confidentiality. Excellent time-keeping and punctuality. Flexible availability throughout April, May, June and any other exam season required. Confident and reassuring presence to candidates in exam rooms.	Skills: Safeguarding awareness.