



Invigilator

Zero hours (Casual)

£12.31 per hour

Examinations invigilators are responsible for ensuring that examinations are carried out smoothly, enabling pupils to work without distraction, and observing the regulations of the appropriate examination bodies. They will conduct examination sessions for public and internal exams, as well as help to set up rooms beforehand, and deal with the administration and dispatch of scripts to the examination bodies.

About Us

Clifton College is a leading independent day and boarding school educating over 1,200 pupils aged 3 to 18. Founded in 1862, the College provides an all-round education, a rich heritage with modern state-of-the-art facilities. Located in the beautiful suburb of Clifton, we lead the way as one of the best independent schools in the country.

DUTIES AND RESPONSIBILITIES

Support the Exams Officer with day to day operations during an exam season. Although not an exhaustive list, these might include:

- Familiarising yourself with exam board regulations prior to each exam session, ensuring that the integrity and security of the examination process are upheld at all times
- Attend all regular update meetings at the College, including specific invigilator training as well as safeguarding and health and safety training
- Assisting with setting up exam venues by laying out stationery, equipment and exam papers in accordance with strict procedures
- Following closely and enforcing exam procedures and regulations, being aware of any specific requirements for the upcoming exam (e.g. relevant equipment and necessary stationery, as outlined on the seating plan)
- Reading and familiarising yourself with the specific needs of the candidates for each exam (e.g. extra time, supervised rest breaks and other approved access arrangements), as outlined on the seating plan
- Ensure that all administrative procedures when conducting the exam are completed accurately, particularly maintaining the security of the exam papers and scripts before, during and after the examination
- Assisting candidates prior to the start of the exam by directing them to their seats and advising them about possessions permitted in exam venues
- Ensuring that candidates do not talk once under exam conditions inside exam venues



- Reading out the rules and regulations under which the candidates must work during the exam in question, and manage any queries that might result
- Deal appropriately with any candidate who fails to obey the regulations, particularly in cases of malpractice, according to the invigilators' guidelines and relevant regulations
- Give your full attention to the candidates throughout the exam, ensuring that this is done in a non-intimidating but authoritative manner and dealing with queries raised by candidates, coping appropriately with exam irregularities, incidents or disruption (e.g. fire alarm) in accordance with procedures
- Carefully checking attendance during exams and recording details of late arrivals
- Escorting candidates from venues during the exam, as required, and supervising candidates whilst outside exam venues
- Escorting candidates on toilet breaks, ensuring no unauthorised material is consulted and that exam regulations are observed at all times
- Collecting, collating and delivering exam scripts to the Exams Officer at the end of the exam in accordance with strict procedures
- Supervising candidates leaving exam venues, ensuring that candidates do not remove exam materials from the venue and that candidates leave exam rooms in an orderly and quiet manner

You may also be called upon to assist exams staff with other exam processes. These might include:

- Assisting with the packaging of exam papers, stationery and equipment prior to the exams, and the delivery to and from venues, as appropriate
- Facilitating access arrangements for candidates (e.g. reading and/or scribing with students who have special needs), for which full training will be provided
- Centre supervision of exam timetable clash candidates between sessions



About You

Professional knowledge and understanding

A good understanding of national examinations would be desirable, as well as experience working with children and young people.

Experience of invigilation is not essential, as training in the role and duties of an invigilator will be provided. Invigilators are required to declare if they have invigilated previously and whether they have any current maladministration or malpractice sanctions applied to them. All invigilators must confirm that the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times.

Invigilators are required to confirm their availability in advance of main exam periods.

Qualities, skills and experience

- A complete commitment to the integrity of the examinations process
- Ability to communicate effectively, both orally and in writing
- Excellent attention to detail, timekeeping and presentation
- Ability to work independently and as a part of a team, with good interpersonal skills
- Ability to be focused, vigilant and to work under pressure
- Ability to remain calm in stressful situations, being a reassuring presence to candidates in exam rooms
- Ability to be reliable, flexible as well as readily available during main exam periods
- Calm, patient and confident demeanour
- Tact, discretion and sensitivity
- Previous experience of working with children and young people in an educational environment would be desirable
- Reasonable IT skills (specific training for all exam requirements will be given)

Attitudes and approach

- Ability to appreciate the needs and ethos of the College
- Positive and proactive approach to the conducting of all internal and public exams
- Commitment to the safeguarding of all pupils



How we Recruit and our commitment to Safeguarding

Clifton College is committed to Safeguarding and Keeping Children Safe in Education (KCSIE). That's why we apply stringent selection principles to our recruitment. If you're invited to interview, you'll be asked to complete an application form (but it's OK if you want to send us your CV too). Although not all the roles at Clifton College are pupil-facing, we treat all roles as regulated activity. This means we can be safe in the knowledge that we have applied the most stringent recruitment checks to safeguard our pupils.

If you join us, we'll expect you to maintain an up-to-date knowledge of Safeguarding legislation, and our safeguarding policies and procedures. We'll also ask you to maintain an up-to-date knowledge of Equality and Diversity legislation and associated policies, as well as Health & Safety legislation. But don't worry because we'll provide training to do this!

What's in it for you

£12.31 per hour • Free lunch • Onsite gym membership with swimming pool • Pension scheme & Life Assurance • Confidential counselling • Employee Assistance • Opportunities for career development • Pop Up Bicycle Servicing • Wellbeing Week

How to apply

In the first instance, send us your CV. If you're invited to interview, we'll ask you to complete an application form which is a key requirement of Safer Recruitment within Keeping Children Safe in Education (KCSIE)

Clifton College are committed to safeguarding and promoting the welfare of children and young people, all staff and volunteers are required to share this commitment. Due to the nature of the role, you will need to complete an enhanced criminal record disclosure (DBS check) and undergo our pre-employment screening. As a regulated sector we are required to ask for references prior to interview. By applying for this role you are consenting for us to contact your referees. This role is exempt from the Rehabilitation of Offenders Act 1974 therefore you will be asked to disclose all previous convictions not exempt under amendments to the Exceptions Order 1975, 2013 and 2020.

Equal Opportunities & Safeguarding

Applications are welcome from all suitably qualified candidates regardless of ethnicity, gender, age or disability. We particularly encourage applications from under-represented groups. Clifton College is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.