

Job Description

Job Title:	Exam Invigilator
Hours of Work:	Normally Invigilators would report for duty at 08.15 for a morning exam session and 13.00 for an afternoon exam session, however there will occasionally be variations to these times in order to meet candidates' exam needs. Please note that this is a zero hours role.
Department:	Academic Administration and Exams
Accountable to:	Head of Academic Administration and Exams
Number of direct reports:	No direct reports
Budgetary responsibility:	None
Location:	Stowe School
Purpose of the role:	<p>To support the Exams Office and Head of Exams in the delivery of the highest standards invigilation and administration of exams within the school.</p> <p>The invigilation workload is shared between the team of invigilators. Within the team there is a Senior Invigilator and a number of Lead invigilators and invigilators will be required to defer to them in the main exam's halls. There are external exam periods in November, January and May/June. Mock exams are usually timetabled for the Lent Term.</p>

The Stowe Group

The Stowe Group of schools (Stowe, Swanbourne House and Winchester House) was created in January 2021 and is situated on three separate sites in Buckinghamshire and Northamptonshire. Across the three schools, The Stowe Group offers education for boys and girls from 3-18 years. Within The Stowe Group there are more than 1,500 pupils and 850 colleagues. The Schools occupy sites of historical significance in Swanbourne, the market town of Brackley and the world-famous landscape gardens at Stowe, where we work with The National Trust to manage 880 acres and open the grounds to over 200,000 visitors a year. Stowe House is open to the public during the School holidays and for guided tours during term time. The Stowe Group is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. In 2021, The Stowe Group launched its transformational and substantive Change Makers vision and Change 100 programme.

Vision & Ethos

We are Change Makers

Stowe stands in the most sublime setting of any school in the world. Historic buildings, landscaped gardens and the very spirit of the Enlightenment sit at the heart of its founding. But, as this remarkable landmark enters its second century as a leading public school, we believe that beauty and tradition are not enough: our future vision for the School embraces change, uncertainty and the challenges that will face our pupils not just during their academic careers, but throughout the rest of their lives in a world which is increasingly complex and ambiguous. Within that volatile environment we see our pupils and staff as Change Makers. They will make a lasting impact not only while they are here at Stowe, but, perhaps more importantly, in the wider world. The history of this place, both as a stately home and as a pioneering school remains important to our mission of education, and at the heart of a Stowe education remains intellectual enquiry, academic curiosity and a love of learning. We strive for a balance of rights and responsibilities, equality and inclusion and to treat each pupil and member of staff as an individual. Our vision is inspired by a history of progressive thinking, and has been developed through collaboration with our pupils,

parents, teachers, support staff, governors and alumni. Yes, we teach pupils how to excel in exams, but we also teach them how to collaborate, how to solve problems and how to think critically. Stowe is educating a generation of Change Makers ready to transform the world.

The Group's talented and committed workforce is one of our greatest strengths. We are committed to fostering team engagement, attracting, mentoring, developing and retaining our best teachers and support staff. We focus on employee wellbeing, provide opportunities for professional growth and we create a culture of community and partnership.

Key Tasks:

Key Responsibilities and Accountabilities:

- To promote the aims of the School at all times with colleagues, parents, pupils and the public
- To assist the Head of Academic Administration and Exams and the Exams Officer with some of the administrative elements of exams.
- To assist in the invigilation of exams within the school.
- To attend all appropriate Health & Safety (COSHH) and Child Protection training issues related to the pupils, School and Department.
- To ensure that the integrity and security of the exam is maintained at all times and that the exam is conducted in a manner such that no candidate is advantaged or disadvantaged.
- To assist the Exams Officer with the daily running of exams such as carrying exam materials, supervision of rescheduled candidates and supporting candidates with access arrangements.
- To help candidates feel safe and relaxed before and during their exam to ensure they are given the best possible chance of success.
- To ensure all candidates get the correct information and exam paperwork.
- To ensure strict JCQ regulations are complied with before, during and after the exam.
- To refer to the Head of Academic Administration & Exams and/or the Exams Officer on all incidences, suspected malpractice and absent candidates.
- To keep all matters such as candidate's personal details, exam question papers and candidates' scripts confidential at all times both within and outside of the School. This also applies to any incidences/events that occur during an exam.
- To be familiar with the latest version of the publication JCQ Instructions for conducting exams in order to comply with regulations.
- To set up the exam room to meet JCQ requirements. Helping as required to carry exam papers, boxes, laptops, and organising photocopying of modified papers.
- To lay out question/answer booklets and candidate cards to match seating plan.
- To ensure exam paperwork is never left unattended.

- To create a formal atmosphere within the exam room and ensure candidates enter the exam room in silence and in an orderly fashion.
- If and when required, to make the necessary announcements at the start of the exam and ensure candidates have all the information/materials they need.
- If and when required, to complete the board(s) at the front of the exam room to ensure that centre number, exam reference number, start and finish times are accurate and visible.
- To report absences within the first 30 minutes of the exam.
- To deal with late candidates as per JCQ regulations and instructions from the AAEM.
- To move around the exam room quietly observing candidates without causing a disturbance and monitoring for signs of cheating, communication or pupils who are looking unwell.
- To deal with any candidate queries before and during the exam in a calm and reassuring way.
- To comply with both Awarding Body and School exam procedures and complete required paperwork accurately e.g. details of any irregularities, late candidates, invigilator signing in/out sheet and sheet confirming supervision of rescheduled candidates.
- If and when required, to stop the exam after the correct duration, collect all the exam paperwork whilst ensuring formal exam conditions are maintained until the candidates have left the room. Sort candidate scripts by candidate number and ensure they are collated to match the Awarding Body's register.
- To identify candidates that need to be under supervision due to a rescheduled exam and follow the school procedures regarding clash supervision
- To assist in clearing up after the exams and be responsible for the return all candidates' scripts, question papers and materials to the Exams office ensuring they are kept secure at all times.
- If and when required, to assist with the evacuation of and closely supervise candidates in the event of an emergency.
- To be trained on and then deliver arrangements required by candidates who have special requirements whilst sitting their exam. These may range from acting as a Reader or Scribe, through to separate room invigilation.
- To attend training sessions at the School.
- To assist the HAAE with any requests that help to ensure the smooth running of the exams

Person Specification: The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Proven administrative skills 	<ul style="list-style-type: none"> •

Specialist Skills and Experience	<ul style="list-style-type: none"> An attention to detail and knowledge of exams systems A commitment to safeguard and promote the welfare of children. 	<ul style="list-style-type: none"> Previous invigilation experience
Personal Qualities	<ul style="list-style-type: none"> An ability to deal with emergent situations 	<ul style="list-style-type: none">

This job description and Person Specification reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder

Date Agreed: October 2024

Our Values



Value scales:

This value is the least important to the role	This value has some significance to the role	This value is desirable to the role but not essential	This value is important to the role	This value is essential to the role
1	2	3	4	5

In the role of Exam invigilator we are looking for Change Makers who are (please highlight as appropriate):

Professional:	1	2	3	4	5
Creative Problem Solvers:	1	2	3	4	5
Kind:	1	2	3	4	5
Flexible:	1	2	3	4	5
Collaborative:	1	2	3	4	5
Communicator:	1	2	3	4	5