



Stoke Newington School
& Sixth Form

JOB PACK

Examination Invigilator

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Job advertisement

STOKE NEWINGTON SCHOOL & SIXTH FORM
CLISSOLD ROAD, LONDON, N16 9EX

JOB SPECIFICATION

POST TITLE: Examination invigilator

GRADE: £10.00 Per hour

RESPONSIBLE TO: Lead Examination Invigilator

RESPONSIBLE FOR: No Supervisory Responsibilities

HOURS OF WORK: As and when required.

FUNCTION OF THE POST

To support the efficient and orderly supervision of examinations within Stoke Newington School, ensuring that the guidelines and regulations for the integrity and security of the examination papers and procedures are followed during an examination session

The School:

Stoke Newington School & Sixth Form is a “good with outstanding features” school, currently making great strides to become “outstanding.” We pride ourselves in providing our students with inspiring and creative teaching and learning opportunities within the curriculum and through our programme of extra-curricular activities. We aim that every child aspires to and achieves excellence.

We are looking for conscientious, professional team players who are passionate about ensuring every one of our students achieves their full potential. We are particularly interested in hearing from applicants interested in supporting students with dyslexia or students with physical disabilities.

Applying for the role:

If you are interested in joining our team then please email recruitment@sns.hackney.sch.uk for further information and an application pack. Alternatively, you can download an application pack (word) from our website <https://www.stokenewingtonschool.co.uk/jobs> Completed application forms can be emailed to recruitment@sns.hackney.sch.uk



Job description

MAIN TASKS AND RESPONSIBILITIES

- To assist in the set up and clearing away of examination rooms, including laying out and collection of examination papers.
- To be responsible for ensuring the orderly conduct of students during examination periods and to deal firmly but appropriately with breaches of rules and regulations.
- To deal appropriately with student requests and queries during examinations.
- To assist in the recording of student attendance and the prompt chasing of absent students.
- To seek support from the Lead Invigilator as appropriate.
- To ensure the security of examination papers at all times.
- To be familiar with regulations with regard to examinations and to ensure that these are adhered to.
- To be aware of any students with additional requirements.
- To undertake training relevant to the post.
- To assist in other activities as may reasonably be required from time to time.

PERSON SPECIFICATION

This post would suit a person willing and able to deal appropriately with young people, including poor behaviour. Successful applicants must be able to absorb and act on information regarding conduct of examinations.

SKILLS AND ABILITIES

- Successful experience of working as part of a team.
- Ability to follow procedures and identify matters that should be referred to the Lead Invigilator.
- Ability to remain vigilant throughout lengthy examination periods.
- Ability and willingness to deal with poor student behaviour in an appropriate manner.

- Ability to support students in examinations.
- Ability to absorb and act on information relating to the conduct of exams.
- An enthusiastic, adaptable and flexible approach to work.
- Strong verbal communication skills.
- Willingness to attend training relevant to the post.