



Job Description

Examinations Invigilator

Post Details

Salary: £10.35 ph

Location: Culham, Oxfordshire

Contract type: Term Time only

Reporting to: Examinations Officer and Head of Centre

Europa School UK

The Europa School specialises in Languages and Sciences and offers multilingual, multicultural education, leading ultimately to the International Baccalaureate Diploma Programme. The curriculum in primary is unique using elements of the European Schools primary curriculum, enhanced by the national curriculum in an immersion model. The secondary is moving towards using the International Baccalaureate Middle Years Programme with humanities taught in the students stream language. It is an all-through free school of pupils aged 4 to 19.

Job Description

Overview

- To take responsibility for an examination session (both paper based, and computer based) in the presence of candidates, including potentially acting as reader, scribe or prompter, meeting appropriate examination board rules and regulations.
- To deal with emergencies and report all incidents and malpractice to the Examination Officer.
- To ensure the needs of the candidate are met throughout the examination.
- To ensure and take ownership that paper/s are collected/distributed from the secure room and scripts are collected/despatched to the appropriate body.

To undertake all of the following

- To lead and take ownership of examinations on any given day/s, including administration duties as instructed by the Examination Officer.
- To invigilate all types of examinations, written, on-line and mocks.



- To ensure the examination room is set-up (this includes PCs/laptops) to meet JCQ instructions for conducting examinations.
- To act as reader, scribe or prompter.
- To ensure all students are settled in a calm environment and candidates are aware of pre-exam start information and erratum notices, this includes starting the examination.
- To ensure candidates are not helped in any way in completion of their examination papers and all devices are excluded from the examination room.
- To ensure at all times the safe custody of question papers, scripts and any other examination material.
- To deal with emergencies and report all incidents and malpractice to the Examinations Controller.
- To carry out responsibilities, commensurate with your position, as defined within the following policies and procedures:
 - Equal Opportunities
 - Health, Safety & Welfare
 - Child Protection
 - Data Protection
 - Risk Management
- To chaperone clash candidates.
- To meet JCQ rules and regulations and NES processes and procedures.
- To attend CPD and refresher invigilator training.
- Undertake any other associated duty.

Person Specification

Experience and Skills

- Fluent English
- Experience of working with children/SEN preferable
- Good numeracy/literacy skills
- Ability to use equipment e.g., photocopier



Personal Attributes

- Flexibility
- Ability to relate well to children and adults and work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
- Ability to comply with policies and procedures relating to child protection, health, safety and security, confidentiality, data protection and equal opportunities.

For more information

If you would like further information, please contact: Anna Cole-Morgan (HR Manager)

Email: applications@europaschool.uk

Europa School UK, Thame Lane, Abingdon, OX14 3DZ, UK

Tel: +44 (0)1235 524060

The important small print:

Due to this post having access to children and/or vulnerable adults, successful candidates will be required to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from taking up a post, as all cases are judged individually according to the nature of the role and information provided. The Europa School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Applicants must be eligible to work in the UK.