



Highgate School is a large and flourishing coeducational independent school which is situated next to Hampstead Heath, a few miles from the centre of London. There are three schools in the Foundation: the Senior School for pupils aged 11–18; the Junior School for pupils aged 7–11 and the Pre-Preparatory School for pupils aged 3–7. In September 2004, the School extended co-education to its entries at age 7 and the Sixth Form and in September 2006 girls were admitted at 11+. There are currently some 1,400 pupils in the Foundation with over 400 girls in the three Schools. The School employs approximately 300 full-time teaching and support staff.

The Governors consider the development of excellence in the education offered to pupils to be the underlying purpose of all activities undertaken by support staff.

Highgate School is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers and the Criminal Records Bureau.

JOB DESCRIPTION **for** **EXAMINATION INVIGILATOR**

Reporting to The Examinations Officer and the Director of Studies

Responsible to The Bursar

Background

The administration of public examinations in any school is a major undertaking, and one which involves large numbers of students and necessary security procedures. The designated teacher in charge of examinations at Highgate is the Director of Studies, who has responsibility for the administration of all public examinations. The 2010 summer examination season will run from Monday 17 May to Wednesday 30 June.

The Role of the Examination Invigilator

The Examination Invigilators perform an important role in ensuring the proper and secure running of public examinations and are needed to assist in the management and supervision of public examinations in two main venues at the School.

The Examination Invigilators will report to the Examinations Officer who will brief them with regard to the examinations to be taken, the timing of examinations, materials needed for examinations and any variations there may be from the times published on the start of the examination paper.

The duties of Examination Invigilators will include:

- distributing examination materials, including question papers and answer booklets, before the start of the examination and collecting them in at the end;
- issuing instructions to candidates;
- notifying the Examinations Officer if a candidate is late for an examination;

- supervising candidates during examinations to ensure that silence is maintained and that in all respects the examinations are conducted in accordance with the examining boards' rules and regulations;
- being vigilant at all times;
- on some occasions overseeing the start and end of the examinations, including giving time reminders to candidates, and ensuring that extra-time candidates receive the correct time allowance;
- giving the Examinations Officer every assistance so as to ensure that all proper procedures, as specified by the examination boards and the School, for the running of public examinations, are followed;
- keeping exam papers in secure conditions at the end of each exam until they are passed to the Examinations Officer.
- other duties within the postholder's capabilities as may be reasonably requested from time to time.

The Examination Day

The morning examination session will start for candidates at 9.00am and the afternoon session at 1.30pm, although Examination Invigilators will need to be on duty at least half an hour before these times to assist in the setting up of exams. The afternoon examination session is likely to be over by 4.45pm although the exact end time will vary on a day-to-day basis. The number of hours worked will necessarily vary.

CHILD PROTECTION

This role will not normally involve unsupervised contact with pupils; however in the context of his/her employment the member of staff will frequently be in the presence of children and will therefore have to have appropriate levels of training in child protection.

All members of staff must comply with the School's Safeguarding & Welfare Policy which is posted on the staff intranet. If in the course of carrying out the duties of the post the postholder becomes aware of any actual or potential risks to the safety and welfare of our pupils, these concerns must be reported immediately in accordance with the policy. A copy of this policy will accompany all offers of employment.

PERSON SPECIFICATION

Examination invigilators must:

- be able to guarantee security and confidentiality with regard to all aspects of examination procedures
- have the personality and gravitas to command the respect and confidence of examination candidates
- be reliable timekeepers.
- have an exemplary attendance record in his/her past and present employment.

TERMS & CONDITIONS

Rate of Pay

The rate of pay will be £11.40 per hour.

Hours of Work

Hours of work and, where applicable, lunch breaks will be as agreed with the Examinations Officers.

Holidays

The rate of pay includes an element of pay in respect of paid holiday entitlement and public holidays.

Confidentiality

The need for absolute confidentiality and discretion, both within the School and the wider community, must be understood.

Dress Code

Teachers and support staff are expected to set an example to pupils and should dress appropriately at all times.

Smoking

Highgate School operates a no smoking policy and smoking is not permitted on any part of the campus.

Health & Safety

The School takes its obligations under the Health & Safety at Work Act seriously and the postholder will be required to comply with all aspects of the School's Health & Safety policy, particularly in relation to safe working practices. All staff must keep up to date with the School's health and safety policies which are regularly updated and posted on the staff intranet.

Job descriptions may be updated by the Bursar from time to time to accommodate the changing needs of the School.

February 2010

APPLICATION PROCEDURE

Please send a completed application form and covering letter to Patricia Odd (patricia.odd@highgateschool.org.uk) or Nicki Siddall (nicki.siddall@highgateschool.org.uk) at Highgate School, North Road, London, N6 4AY (Tel: 020 8340-1524, Fax: 020 8340 7674).