



MERCHANT TAYLORS'
School

Job description	
The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	
The School	Merchant Taylors' School is a large Independent Boys' School, situated in 286 acres of parkland in Northwood, Middlesex. The School was founded in 1561, is owned by the Merchant Taylors' Educational Trust and moved to its present site in 1933. There are four distinct boys' day schools on campus. The Nursery, the Pre-Prep & the Prep cater for 340 boys, while the Senior School has some 945 pupils. The School employs over 140 teachers and 160 Support staff across Merchant Taylors' School.
Job title	Lead Invigilator (Casual Worker/as and when required during term time)
Function	Support Staff
Reports to	Examinations Officer
Line management duties and responsibilities for	N/A
Summary of role	Invigilators are appointed to the Merchant Taylors' School register of casual staff and engaged on an as and when basis during term time. The main purpose of the role is to conduct examinations in accordance with the JCQ and other awarding bodies regulations as well as Merchant Taylors' instructions. The role is also required to play a "key role in upholding the integrity of the external examination/assessment process" [JCQ ICE 6] as and when required.
Main duties and responsibilities	<u>Main duties</u>

- To conduct examinations in accordance with the JCQ and other awarding bodies regulations as well as Merchant Taylors' instructions.
- To play a "key role in upholding the integrity of the external examination/assessment process" [JCQ [ICE 6](#)] as and when required.

Before exams

- To report to the exams officer prior to each exam session
- To keep exam papers and materials secure before, during and after exams
- To coordinate the assistant invigilators and ensure exam rooms are set out to standard
- To admit candidates into exam rooms
- To identify, seat, and instruct candidates in the conduct of their exams
- To ensure the correct exam papers and materials are distributed to candidates
- To deal with candidate queries
- To be aware of clash and access arrangements and strategically place assistant invigilators to help deal with these.
- To read off the invigilator script and start the exam in a calm but authoritative manner

During exams

- To supervise candidates and invigilators at all times and be vigilant throughout exams
- To deal with any disruptions, emergencies or irregularities that arise during the exam effectively
- To record/report any disruption or irregularities
- To record rest breaks
- To complete attendance registers, sign seating plans and invigilation sheets
- To deal with candidate queries
- To end the exam using the invigilator script

After exams

- To instruct the assistant invigilators collect exam scripts and exam material effectively

	<ul style="list-style-type: none"> • To dismiss candidates from the exam room • To “<i>check that the names on the scripts match exactly the details on the attendance register</i>” [JCQ ICE 6] • To securely return all exam scripts and exam materials to the exams office • Other • To attend training, refresher or review sessions as required • To undertake, where required and where able, other duties requested by the exams officer, for example: <ul style="list-style-type: none"> • Supervision of clash candidates between exam sessions • Facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided) • Exams-related administrative tasks <p>Please be aware this list of duties is not exhaustive and the role will adapt to comply with exam board regulations as well as school policy.</p>
Safeguarding responsibilities	<p>It is the post holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact and to adhere to and ensure compliance with the School’s Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the Head Master</p>

Person Specification

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

	Essential	Desirable	Method of assessment
Qualifications	<ul style="list-style-type: none"> High level of literacy and numeracy (at least 5 GCSEs above C to include English and Maths) or equivalent qualification. 		Production of the Applicant's certificates Discussion at interview Independent verification of qualifications
Experience	<ul style="list-style-type: none"> Prior experience invigilating (not necessarily as a lead) Discretion, integrity and professionalism. Experience of working as part of a team and as an individual and being equally motivated in each environment. 		Contents of the Application form Interview Professional references
Skills	<ul style="list-style-type: none"> Ability to deal confidently with internal and external enquiries. Excellent organisational skills, ability to multi-task, 		Contents of the Application form Interview Professional references

	<p>prioritise effectively and work to tight deadlines</p> <ul style="list-style-type: none"> • Strong attention to detail • Have an adaptable, flexible approach to working, including collaborative support to other colleagues to meet demands of the School • Strong interpersonal, verbal and written communication skills • Computer literate and be confident to assist students with basic Word skills 		
Knowledge	<ul style="list-style-type: none"> • Knowledge of JCQ and Cambridge International Regulations. 		<p>Contents of the Application form</p> <p>Interview</p> <p>Professional references</p>
Personal competencies, qualities, attitude and behaviours	<ul style="list-style-type: none"> • Absolute confidentiality and discretion at all times. • Calm and professional manner. • Applicants must understand the importance of, safeguarding and promoting the welfare of 		<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>

	<p>children and young people.</p> <ul style="list-style-type: none">• Able to co-ordinate a team of invigilators with efficiency• Flexibility and commitment• Confidence• Availability throughout the main examination period• Positive attitude to use of authority and maintaining discipline		
--	---	--	--

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

General Conditions

Start date	November 2024
Hours	<p>The individual will be appointed to the Merchant Taylors' School register of casual staff and engaged as a Casual Worker on an "as and when" basis.</p> <p>In order to adequately offer the slots that require filling within the timetabling all invigilators on the register of casual staff will be asked to offer sufficient availability to allow allocation of at least 6 slots during the spring term and at least 10 slots over the summer term where they are available.</p>
Salary	Equivalent hourly rate of £17 per hour (£15.17 p/h plus £1.83 holiday pay)
Other benefits	<p>The School is keen to help develop the skills of its staff and workers and looks to provide appropriate training as necessary.</p> <p>Use of School leisure facilities.</p> <p>Lunch provided free of charge when the School Catering Department is open</p> <p>Free parking on site.</p>
Closing date for applications	<p>Thursday 15th August 2024, 9am</p> <p>Please apply as soon as possible as shortlisting/interviews will progress up until the closing date.</p> <p>Should a suitable candidate be appointed, we reserve the right to close the advert early.</p>
Interviews to be held	Week commencing 19 th August 2024

Merchant Taylors' School is an equal opportunities employer committed to safeguarding and promoting the welfare of children. As this role will bring you into contact with children you are expected to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).