



Role Profile: Exam Invigilator
Location: Quinton House School
Function: Administration
Reporting to: Exams Officer

Quinton is a beautiful school on the edge of Northampton and is surrounded by 31 acres of parkland. Our students are polite, engaging and we are on a mission to lead the way. The school is a family and we work hard to ensure our students have the very best holistic education. The parents deserve a wonderful experience as they place their trust in us to educate and develop the character of their children. The school has three buildings that house our Prep, Senior and 6th form students. The buildings range from grade one listed to old stable blocks and a state of the art sports hall, truly marrying up the old and the new.

Role purpose

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Quinton House instructions.
- To play a key role in upholding the integrity of the examination/assessment process

What you will be doing

Before Exams

- To report to and be briefed by the exams officer prior to each exam session
- To keep confidential exam papers and materials secure before, during and after exams
- To ensure exam rooms are set out according to the instructions
- To admit candidates into exam rooms
- To identify, seat, and instruct candidates in the conduct of their exams
- To distribute the correct exam papers and materials to candidates
- To deal with candidate queries

During Exams

- To supervise and observe candidates at all times and be vigilant throughout exams
- To keep disruption in exam rooms to a minimum
- To deal with emergencies or irregularities effectively
- To record/report any incidents, disruption or irregularities
- To complete attendance registers
- To deal with candidate questions according to the regulations

After Exams

- To instruct candidates in finishing their exams and to collect exam scripts
- To dismiss candidates from the exam room
- To check candidates' names on scripts match the details on the attendance register
- To securely return all exam scripts and exam materials to the exams officer



Other

- To attend training, update or review sessions as required
- To undertake, where required and where able, other duties requested by the exams officer, for example: supervision of clash candidates between exam sessions facilitating access arrangements for candidates, for example as a reader, scribe etc (full training will be provided) and other exams-related administrative tasks.

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

What you'll bring

Essential Skills

- An ability to communicate effectively with all stakeholders including teachers, parents, pupils and colleagues

Other

- To be honest and trustworthy in order to uphold the Joint Council for Qualifications examination regulations
- To be a confident and a reassuring presence to candidates in exam rooms
- An understanding of, and a commitment to the ethos of the school as a community
- Excellent attendance and reliability record
- Willingness to be the sole person present during smaller examinations
- Personable and presentable
- A concern for the reputation of the school

Key Stakeholders you'll be working with

- Internal: Pupils and all school staff.
- Blenheim Schools: Colleagues across Blenheim schools.
- External: Key external relationships and parents.

Governance:

- Blenheim Schools is the proprietor of Quinton House School. As such, Blenheim Schools has the legal responsibility and accountability for ensuring that the School is compliant, demonstrating the highest standard of pupil safety, quality of education and effectiveness



in all areas of school life.

- Blenheim Schools do not have governing bodies. However they all have strong and established governance arrangements and Heads are line managed by a Chair of Governors.
- Support in leading a school which is entirely compliant and provides a safe learning environment for students and staff ensuring full compliance with legislation, regulations, safeguarding policies, procedures and code of conduct.
- Safeguarding and Health & Safety governance visits are held at each school to evaluate their quality for protection for our children. During these visits, the reviewer will speak with the Head, Designated Safeguarding Lead, Educational Visits Coordinator and other staff, as well as always talking to groups of children.

- **To be signed and dated by employee:**
- **Signed:**
- **Name (print):**
- **Date:**