

EXAMS INVIGILATOR

JOB DESCRIPTION

Reports to: Examinations Coordinator

John Lyon is an academically selective independent day school, based in Harrow-on-the-Hill in North West London. Having educated boys from Harrow and surrounding areas since 1876, John Lyon welcomed its first girls as pupils in September 2021. This is an exciting time to join the School, as we have recently amalgamated with a prep school and have become co-educational in 2021.

Academic excellence is at the very heart of what pupils who study here seek to achieve. Pupils' academic standards and personal development were both rated the highest possible 'excellent' in our recent school inspection.

John Lyon pupils also gain from their time outside the classroom. The School has a strong reputation for opportunities and success in Music, Art, Drama and Sport. Add to this an exciting Co-Curricular Programme focusing on a sense of community, achievement and wellbeing, a range of more than 100 extra-curricular activities, and pastoral care that is second to none, a John Lyon education is designed to nurture high-achieving and happy children.

The John Lyon School campus is spread across six buildings at the senior school, the Quanton Hall school site, and a 25-acre mixed sporting facility in Harrow-on-the-Hill and is part of John Lyon's Foundation. We have a clear set of values that are vital to our community. These values shape who we are, what we do and how we do it



AMBITION



EXCELLENCE



INNOVATION



RESOLVE



HERITAGE



COMMUNITY



CREATIVITY



ENQUIRY

THE DEPARTMENT

The Examinations Office runs all public and school examinations as well as giving exam data support and advice throughout the school year. The post holder will be expected to administer the main exam hall, undertake invigilation, and help in the Exams Office, during the public examination season (approximately mid-May to the end of June, excluding half-term week), working closely with the Examinations Coordinator and Examinations team to ensure that examinations are delivered according to JCQ and examination board regulations. Additional supervision and support may be required with internal examinations in the Autumn and Summer terms.

RESPONSIBILITIES

Invigilation in the exam hall ensuring regulatory compliance so that exams are delivered securely and professionally. The following duties and responsibilities are intended to give a broad indication of the variety of tasks covered by an Exams Invigilator.

Main Duties

- Invigilation in the exam room according to JCQ regulations
- Supervision of the exam room, including students with extra time and/or word processors
- Maintenance of discipline and standards during exams
- Occasional supervision of candidates who have exam clashes
- Sorting and despatching examination scripts to the exam boards
- Carrying out any other general tasks that may be required

It should be noted that a job description is not an exhaustive list of activities, and employees may be asked to carry out other duties commensurate with the nature of the post. The job description may also be amended to take account of changed circumstances, and employees will be consulted if this is necessary.

PERSON SPECIFICATION

In making an appointment at John Lyon we look for the person who, at interview and by virtue of their application, qualifications and experience best demonstrates proven skills and abilities in the following areas:

	ESSENTIAL	DESIRABLE
EDUCATION & KNOWLEDGE		
A good general level of education	X	
Knowledge of examination procedures and regulations		X
SKILLS & EXPERIENCE		
Experience in a similar role		X
Ability to confidently supervise the exam room with large numbers of boys and concurrent exams	X	
Highly organised with the ability to multi task	X	
Excellent attention to detail and accuracy skills	X	
Integrity and ability to maintain confidentiality	X	
Assertive, diplomatic and personable	X	
Ability to work & communicate with people on all levels (both students and teaching and support staff)	X	
Ability to remain calm and make quick decisions in exam emergency situations	X	
Self-starter and proactive with a <i>can do</i> attitude	X	

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 will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times.