

**THE WALLACE HIGH SCHOOL**

**CHIEF EXAMINATION INVIGILATOR**

**JOB DESCRIPTION**

**Responsible To:** The Principal and Examinations Officer.

**Rate of Pay:** The rates of pay issued by CCEA for Chief Examination Invigilators apply to this post (£12.75 per hour)

**Working Hours:** Invigilation is required during the external Summer Examinations in May/June morning and afternoon sessions. Normal working hours will be between 8.30am and 5.00pm. It may be necessary, on occasion, to work out of normal working hours.

Some additional invigilation will be requested for practical examinations in January.

**MAIN DUTIES & RESPONSIBILITIES**

**This post is required for Summer 2020. However, the successful candidate will be able to shadow the current Chief Invigilator for the Summer 2019 examinations with a view to taking on the role the following year. The successful applicant will be paid at the rate of the Chief Invigilator during the handover period in the Summer 2019 examinations.**

A Chief Invigilator is responsible for the organisation and supervision of invigilation of all external examinations held in the centre. Close liaison will be required with the Examinations Officer throughout the external examinations period to ensure the effective delivery of the external assessments.

*Specific Duties:*

* Responsible for ensuring that external assessments are conducted in accordance with the Joint Council of Qualifications (JCQ) Regulations.
* Planning for, allocating and advising Invigilators of their duties and dates required.
* Maintain a record of sessions worked by all invigilators throughout the external examinations period and verify all claims for fees and expenses for submission to the examining body.
* Supervise Invigilators
* Responsible for the collection of papers from secure storage and the management of external examination papers before and during the assessment sessions.
* Responsible for the submission of candidates’ external examination material to the examining body.
* Complete comprehensive reports on any irregularities in conduct of an external examination and submit to the examination body where necessary.
* To attend training provided by CCEA as required.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Principal to carry out appropriate duties within the context of the job, skills and grade.

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

**RECRUITMENT CRITERIA**

For shortlisting purposes you should be able to demonstrate on your application how you meet the following criteria:

**Essential Criteria**

*Specific Skills and Knowledge*

1. A good command of written and spoken English.
2. Good numeracy skills and the ability to work accurately with attention to detail.

*Personal Attributes*

* Pleasant disposition with the ability to relate to academic staff and students.
* Able to manage a team of Invigilators effectively,
* Ability to work under pressure and to tight deadlines, remaining calm at all times.

*Physical Attribute*

* Fit and healthy and able to complete tasks which require physical activity and vigilance throughout the working session.

**Desirable Criteria**

Previous experience of invigilating examinations.

**APPLICATIONS**

It is preferred that application forms are emailed to the Principal’s Personal Assistant, Mrs McDowell at [recruit@wallacehigh.net](mailto:recruit@wallacehigh.net). An acknowledgement will be sent by return of email. Applicants should ensure that they indicate clearly on their application form how they meet the criteria. The deadline for submission of the application form is **Friday, 29 March 2019 at 12 midday**.

In order to comply with DE guidelines on Child Protection shortlisted applicants should bring an original birth certificate and/or marriage certificate (if appropriate) plus photographic ID to their interview.

Appointment of the post is subject to the receipt of satisfactory references and AccessNI Enhanced Disclosure Certificate.

**NB:** It is an offence for an individual who is on either of the Department’s Lists (UP List and/or List 99), or who is the subject of a disqualification order from the courts, to apply for, or offer to do any work, paid or unpaid, in a regulated position.