



BANGKOK PREP

Bangkok International Preparatory & Secondary School

Est. 2003

Job Description: Lead Invigilator

Purpose

The Lead Invigilator will have the main function of working with the examinations officer to ensure that all examinations processes run smoothly. They will maintain exceptional professional levels of communication, acting as a conduit between the examinations officer, invigilators and students.

The lead invigilator will uphold the integrity of the internal and external examinations process by ensuring the policies and process of the school and examination boards are strictly followed.

The lead invigilator will be a superb communicator and highly organised. They will have excellent interpersonal skills and will be able to relate to students and staff in an informative, empathetic and effective manner

Expectations

As a leading professional, the lead invigilator should be able to demonstrate that he/she is an effective leader who supports all staff and students to do their best through:

- Inspiring trust and confidence
- Building team commitment with colleagues and students
- Engaging and motivating students
- Positive action to improve the quality of students examination experience
- Acting professionally and with confidentiality

Line management responsibilities

The Lead Invigilator will be responsible to the Examinations Officer for their professional duties as outlined in this job description.

Working Time

This is casual work, mainly during examination seasons as agreed with the Exams Officer. For 6 weeks each academic year, the school runs internal examinations. These start at 7:30am and finish by 4:00pm. For a further 13 weeks a year (October/November, January and May/June) the required start time is typically 10:30am and the lead invigilator needs to be available until 6:00pm. On occasion, we have late finishing examinations that end at 7:30pm (approximately 10 times a year) and very late finishing exams that end at 9:30pm (approximately 2 days in each working year).

Lead Invigilator JD/September 2019/CHall TCS



Overall Accountability:

- The Lead Exam Invigilator is the person in the examination room responsible for conducting a particular examination session in the presence of the candidates and fellow invigilators.
- To uphold the integrity of the external examination process.
- To be able to take responsibility and demonstrate leadership through the fair delegation of tasks amongst invigilators and make decisions regarding the examination process.
- To have oversight of examinations taking place during the same session in other examination venues around the school - for example where candidates with access arrangements are entitled to a separate room.
- To ensure all internal and external examinations are conducted to the Joint Council for Qualifications / international examination board standards.

Main (core) duties:

- Ensure all candidates have an equal opportunity.
- Address all candidates in the examination hall at the beginning and end of each examination.
- Maintain integrity of examinations by ensuring all internal and external regulations are adhered to.
- Observe all candidates in the room at all times.
- Ensure exam security before, during and after each examination.
- Prevent possible candidate malpractice.
- Prevent possible administration failures.
- Assist the Exams Officer in preparing for examinations.
- Inform the Exams Officer or Head of School if you are suspicious about any malpractice or concerned about any administration failures.

Additional Duties:

- Identify and register candidates.
- Ensure that examination conditions continue throughout extra time.
- Supervise candidates during rest and clash breaks.
- Maintain a visible, professional and high profile within the school.



- Ensure the correct procedures are followed for the end of each examination and candidates are dismissed appropriately.
- Ensure that all exams scripts and other materials are returned securely the Exams Officer to be secured stored safely.
- Keep a line of communication open with the Exams Officer throughout the course of each examination, ensuring that queries are responded to quickly and to report any issues in a timely manner.

Other Duties:

- Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a growing school which requires flexibility in all of its employees.
- This job description is current at the date shown but, in consultation with the postholder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification: Lead Invigilator

Language Skills

The ability to speak, read and write fluently in English

Experience

- Considerable experience of working as an examination invigilator.

Skills/Professional Qualities

- The ability to use ICT effectively - we use [Slack](#) for workplace communication and [Google Drive](#) to access files.
- The ability to work with children and to manage behaviour.

Leadership/Personal Qualities

- Commitment to supporting the school's ethos - e.g. the Bangkok Prep life values.



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- A confident orator who can address a large room of students.
- Always prepared to put the students' needs first.
- Ability to be flexible and enthusiastic.
- Ability to listen and effectively communicate and negotiate with a variety of audiences.
- Diplomatic with the ability to develop and maintain effective relationships.
- Ability to act quickly and sensitively under pressure.
- A team player who is respected by others.
- Ability to manage workload appropriately.
- Able to keep calm in difficult situations, can deal with stress and react appropriately to pressure.
- Open and constructive, accepting of feedback and always willing to learn.
- Energetic and enthusiastic with an excellent sense of humour.
- A 'can do' positive approach.
- Excellent attendance and punctuality record

To apply for this post please prepare no more than a single page of A4 outlining how you meet the person specification above and forward this - along with your most recent CV - to chall@bkkprep.ac.th.

Interviews will be held on Friday 4th October at 1:30pm at the secondary school campus (T77). The deadline for applications will be **Monday 30th September** at 5:00pm.

Bangkok Prep is committed to the safeguarding of children and all applicants will undergo thorough background checks. Appointment is subject to successfully obtaining background checks and meeting our recruitment standards.