



**North East
Learning Trust**

Exam Invigilator
Ashington Academy
Applicant information pack

Exam Invigilator

Required as soon as possible

Grade 1, SCP 1 – 3 (£18,333 – £18,887 FTE) £9.50 - £9.79phr
Casual, term time only

We are looking for a reliable member of staff to assist in the supervision and setting up of examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are following during examination sessions.

At Ashington Academy, we aim to provide opportunities to enable all students to learn and make lifelong friendships in a caring, supportive environment. In becoming successful learners, we want all our students to develop a love of learning, to recognise that learning is a lifelong activity and that the skills they acquire and develop are transferrable.

Our vision, along with all schools in the Trust, is that every child experiences excellence every day.

We are committed to:

- A vibrant learning community with enthusiastic and engaging students
- A positive and caring ethos
- An excellent learning environment and resources
- A team of hardworking, dedicated and friendly staff where everyone is valued
- A supportive and effective governing body

We can offer: (Optional for support staff)

- National Terms and Conditions of Employment (NJC Green Book)
- Local Government Pension Scheme
- Employee Assistance Programme providing free confidential advice and counselling service 24/7 365 days per year

The successful candidate will:

- Ability to relate to candidates yet maintain an air of authority.
- Ability to communication with candidates and members of staff clearly and accurately.
- Ability to work as part of a team or alone as necessary.
- Comfortable under pressure.
- Flexible approach to work.
- Reliable and punctual.
- Accuracy and attention to detail.

Deadline: Friday 30 September 2022

Interviews taking place week commencing 3 October 2022.

How to apply:

Application packs can be downloaded from our website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to jade.hutton@bedlingtonacademy.co.uk or by post to Jade Hutton, Bedlington Academy, Palace Road, Bedlington, NE22 7DS.

Job description

Post title:

Exam Invigilator

Responsible to:

Data and Exams Manager

Job purpose:

To assist in the supervision and setting up of examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are following during examination sessions.

Duties and responsibilities:

- To assist in the supervision and setting up of examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions.
- To assist in the collection of Examination papers and related information from the Examinations Office.
- To assist in the transportation of exam papers to the venue securely.
- To assist in ensuring Examination Papers are correct and are in accordance with attendance registers and seating plans.
- To assist in the setting up of the examination room – candidate cards, start and finish times and clocks.
- To ensure the examination room is set up in accordance with the seating plan.
- To assist in recording attendance on the seating plan.
- To closely monitor students throughout the examinations to prevent malpractice and disruption.
- To assist with emergencies ensuring you follow Centre Policies and JCQ regulations (illness, fire alarms).
- To collect scripts and question papers, ensuring that they are collected in correct order.
- To ensure the exam room is tidy in preparation for the next examination.
- To assist in the transportation of exam scripts to the exams office securely.
- To ensure you are familiar with the JCQ Instructions for conducting examinations booklet.
- To undertake any training relevant to the post.
- To assist with other duties consistent with the nature, level and grade of post.
- In order to maintain a professional atmosphere, a smart/casual dress code and you must wear a name badge at all times.
- Invigilators must conduct examinations in a calm and professional manner.

General

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Health and Safety:

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

Person specification

	Essential	Desirable
Education/training	A good general education to age of 16 with either evidence of examination success or successful experience of work in a similar field.	
Experience		• Previous experience of working as an Exams Invigilator or in higher education environment.
Aptitude and skills	• Ability to relate to candidates yet maintain an air of authority. • Ability to communicate with candidates and members of staff clearly and accurately. • Ability to work as part of a team or alone as necessary. • Comfortable under pressure. • Flexible approach to work. • Reliable and punctual. • Accuracy and attention to detail. • Understanding of the role within safeguarding. •	• An understanding of the examination process. • An understanding of the JCQ regulations.
Personal qualities	• Good communicator • Excellent record of attendance and punctuality.	

References:

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

DBS:

North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

Pre-occupational health:

Pre-occupational health check is an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.