



**North East
Learning Trust**

Exam Invigilator
Bedlington Academy
Applicant information pack

Exam Invigilator

Required as soon as possible

Grade 1, SCP 1 – 3 (£17,842 – £18,562 FTE) £9.25 - £9.62phr
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.

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: Noon on 15 October 2021.

Shortlisting will take place 18 October 2021 interviews taking place wc 21 October 2021.

How to apply:

Application packs can be downloaded from the 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 followed 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.

The above list of duties is extensive but not exhaustive and may not identify each individual task which may reasonably be requested of the post holder. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the time of post, but, in consultation with you, may be changed by the head of school to reflect or anticipate changes in the job commensurate with the grade and job title.

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	<ul style="list-style-type: none"> • 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. 	<p>An understanding of the examination process.</p> <p>An understanding of the JCQ regulations.</p>
Personal qualities	Good communicator Excellent record of attendance and punctuality.	

References:

Any relevant issues arising from references will be taken up at interview.

DBS and pre-occupational health:

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

An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

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.