



Astley Community High School

Elsdon Avenue
Seaton Delaval
Tyne and Wear
NE25 0BP
0191 237 1505

Exam Invigilators Casual Contracts, Various Hours

Band 3 - £10.01 to £10.21 per hour, pro rata of £19,312 to £19,698 per annum

Astley Community High School is currently seeking reliable and flexible Exam Invigilators to assist the Data and Exams team in the smooth running of GCSE and "A" Level exams throughout the school year, but predominantly May to the end of June.

As an exam invigilator you will be responsible for supervising GCSE and A Level exams to create a calm atmosphere for the students and ensure the school meets the JCQ regulations.

You will monitor students during their examinations and assist with clerical issues, carrying out relevant checks required before, during and after the exams to ensure full compliance.

Successful applicants will demonstrate a high level of professionalism, excellent communication skills and promote a supportive atmosphere for our students so that they achieve their best.

You must be available between the hours of 8:30am and 4:00pm Monday to Friday during exam periods.

Experience of working in a school environment would be preferred but is not essential as training will be provided.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. An enhanced criminal records check is required for this post.

Interested in applying? A completed application form and criminal records declaration form must be submitted **by midday on Sunday 31st October 2021 by e-mail to vacancies@svf.org.uk**

For an informal chat about the post or further information please call Andrew Donald, Data and Curriculum Services Manager on 0191 2371505.

Further information about all of our current vacancies is available:
<http://www.svf.org.uk/vacancies>

Northumberland County Council

JOB DESCRIPTION

Post Title: Invigilator	Director/Service/Sector: Children’s Services		Office Use
Band: 3	Workplace:		JE ref: SG8
Responsible to: Head Invigilator, Examinations Officer	Date: March 2010	Manager Level:	HRMS ref:
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.			
Resources	Staff	Readers/writers	
	Finance		
	Physical	Examination rooms. Exam scripts, stationery and equipment.	
	Clients	Internal: Teachers, other support staff and pupils. External: Parents, Community users, Exam Board, JCQ Inspectors.	
<u>Duties and key result areas:</u>			
Main 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.			
Responsibilities:			
<ul style="list-style-type: none">• 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.

Additional Information

- 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.

Support for the School

1. Comply with all school policies relating to:
 - Health and Safety
 - Equal Opportunities
 - Child Protection
 - E-Safety
 - Confidentiality and data protection.
2. Work in such a way as to promote the ethos and vision of the school.
3. Participate in training and development, and activities that contribute to the management of performance.
4. Attend and participate in regular meetings.
5. To undertake other duties and responsibilities as required commensurate with the grade of the post.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

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.

Work Arrangements

Transport requirements:
Working patterns:
Working conditions:

Northumberland County Council
PERSON SPECIFICATION

Post Title: Invigilator		Director/Service/Sector:		Ref: SG8	
Essential		Desirable			Assess by
Knowledge and Qualifications					
<ul style="list-style-type: none">A good general education to age of 16 with either evidence of examination success or successful experience of work in a similar field.					
Experience					
		<ul style="list-style-type: none">Previous experience of working as an Exams Invigilator or in higher education environment.			
Skills and competencies					
<ul style="list-style-type: none">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.		<ul style="list-style-type: none">An understanding of the examination process.An understanding of the JCQ regulations.			
Personal Qualities, Aptitudes					
Other					
<ul style="list-style-type: none">Excellent record of attendance and punctuality.Understanding of the role within safeguarding.					

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits