



North East  
Learning Trust

WE'RE LOOKING FOR

**EXAMINATION**

**INVIGILATORS**

TO JOIN OUR TEAM



## **Examination Invigilators**

**To start the end of February 2020**

**NELT SCP 3 - £9.36 per hour (payable at end of each session)**

We are looking for exam invigilators to ensure that internal and external examinations are carried out in accordance with JCQ regulations, and to provide candidates with a positive and supportive, yet strict exam experience.

Hours are casual. Candidates will be given full training and must be available in May and June.

### **Deadline:**

**Friday 24th January 2020**

### **Shortlisting and interviews:**

**Week Commencing 27th January 2020**

### **How to apply:**

Application packs are available from the school website.



# Job description

## Post title

Exam Invigilator (Casual)

## Responsible to

Examinations and Data Manager

## Job purpose

To ensure that internal and external examinations are carried out in accordance with JCQ regulations, and to provide candidates with a positive and supportive, yet strict exam experience.

## Duties and responsibilities

- Responsible for the supervision of students during examination periods including seating of students within the exam environment.
- Responsible for confidential documentation and information relating to students.
- Responsible for ensuring the security and integrity of examination papers / scripts, equipment and stationery.
- Responsible for ensuring that the examination room conforms with JCQ regulations.
- To supervise candidates in a quiet and unobtrusive manner, respond to candidate queries in accordance with exam regulations and distribute additional paper/ equipment as required.
- To ensure the attendance register is completed and check registers against scripts.
- To collate scripts in the attendance register order, ensure all scripts and examination stationery are collected and checked at the end of each examination and are not left unattended.
- To return scripts and associated documentation and equipment to the Examinations Officer or other delegated officer.
- To promote a positive and calm working environment for all students and treat all pupils and colleagues with professional respect.
- To report any security concerns to the Examinations Officer immediately.
- Responsible for all health and safety issues including knowing how to deal with emergencies in examination conditions, including evacuation routes from the

building.

- To be familiar with JCQ's 'Instructions for Conducting Examinations', the 'Warning to Candidates', 'Information for Candidates' and 'Mobile Phone' Posters, and any specific instructions relating to the subjects being examined.

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
<b>Education</b>	<ul style="list-style-type: none"><li>A good standard of general education, in particular for English and Maths</li></ul>	
<b>Experience</b>	<ul style="list-style-type: none"><li>Effective communication skills.</li><li>Ability to pay attention to detail.</li><li>Ability to follow instructions and regulations fairly.</li></ul>	<ul style="list-style-type: none"><li>Previous experience of exam invigilation.</li><li>Previous experience of working in an educational establishment or working with teenagers.</li></ul>
<b>Aptitude and skills</b>	<ul style="list-style-type: none"><li>Be a confident and reassuring presence to candidates in the exam room.</li><li>Have effective verbal and written communication skills.</li><li>Ability to be calm under pressure and in unexpected circumstances.</li><li>Ability to use initiative.</li></ul>	<ul style="list-style-type: none"><li>Ability to work as part of a team with other invigilators and staff.</li><li>Knowledge of examination procedures</li><li>Be able to maintain an air of authority.</li></ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"><li>Ability to work flexibly.</li><li>Reliable, punctual and dependable.</li><li>Ability to work as part of a team or 1:1 with students.</li><li>A desire to do things to the best of your ability.</li><li>Attention to detail.</li><li>Be vigilant.</li></ul>	

## **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.

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