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| **Location:** | King Edward VI Camp Hill School for Boys, Kings Heath, Birmingham, B14 7QJ |
| **Position:** | **Casual Exam Invigilator** |
| **Accountable to:** | The Exams Officer |
| **Direct reports:** | The Exams Officer |
| **Hours of work:** | TBC – Casual Basis |
| **Length:** | On going |
| **Salary:** | £13.23 per hour plus £1.60 holiday pay. |
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| **Purpose of the role** |
| King Edward VI Camp Hill School for Boys requires Exam Invigilators to work on a casual basis, assisting with the supervision of all public and internal exams throughout the year. Previous experience would be advantageous but not essential as full training is provided.  Duties include supervising students taking examinations, preparing exam rooms and distributing and collecting exam papers. The ideal candidates will be highly organised, vigilant and reliable, have excellent attention to detail and the ability to remain calm under pressure.Successful candidates will work as part of a pool of invigilators and will be supported by our Exams Officer and Deputy Head. We are interested in applicants who are available any day of the week (Monday to Friday) and we can offer morning and/or afternoon sessions based on the timetable of examinations for the season.The King Edward VI Academy Trust Birmingham (“the Academy Trust”) was established in 2017 and is made up of the ten academies - six selective academies and four non-selective academies. Our overarching mission is “to make Birmingham the best place to be educated in the UK”.  |
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| **Principle responsibilities and duties** |
| * To ensure that the examination regulations laid down by the Examination Boards & JCQ are observed.
* To conduct pre-examination checks on the examination hall/room to meet JCQ standards.
* To supervise candidates entry into the examination room.
* To make sure candidates are aware that they are under examination conditions.
* To open and distribute examination papers to candidates.
* To complete an attendance register and notify the Exams Officer of any absences.
* To make sure that candidates are aware of the start and finish time of the examination.
* To be vigilant, but not intrusive throughout the period of the examination.
* To distribute additional paper/equipment as required.
* To collect examination papers and exam scripts at the end of the examination.
* To supervise the orderly exit of candidates from the examination room.
* To sort examination scripts into numerical/alphabetical/classes after the examination.
* To ensure examination stationery is returned to a secure area at the end of an examination.
* To supervise a candidate that may need to sit their examination separately to other candidates.
* Ensure all candidates have an equal opportunity to demonstrate their abilities.
* Ensure the security of the examination beforehand, during and afterwards.
* Prevent possible candidate malpractice.
* Prevent possible administrative failures.
* Comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
* Participate in training, other learning activities and performance development as required.
* Attend and participate in meetings as required.
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| **General responsibilities and duties** |
| * To develop a clear understanding of the Academy Trust’s vision, mission and strategic aims and to actively support these.
* To remain up to date with the Academy Trust’s policies, procedures and code of conduct and always uphold these.
* To identify and undertake relevant training to enable continuing professional development, where resources allow.
* To prepare for and proactively engage in the performance review cycle with your line manager.
* To attend appropriate internal and external meetings, as directed by your line manager.
* To undertake such other duties as are agreed as being in keeping with the general nature of the job and its grade.

The successful candidate will be required to fulfil an enhanced DBS check.This job description reflects the current requirements of the post. As duties and responsibilities change and develop due to changes in organisational and other circumstances, so the actual duties and responsibilities will vary from the particulars of this job description. Job descriptions will be updated or amended from time to time to reflect such changes. |
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| **Person Specification** |
| **Essential** | **Desirable** |
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| **Knowledge and experience** |
| Basic IT skills (familiar with use of email, use of mobile phone for messaging, etc). | Experience of working within a school |
| The ability to work autonomously and as part of a team | Experience of the educational system |
| The ability to follow school procedures consistently. | Experience of working with secondary aged students |
| Maintain appropriate levels of safety, security and data protection within the working environment. | Familiar with the JCQ instructions for conducting examinations would be desirable. |
| Polite and friendly with a flexible approach to work |  |
| Professional and punctual |  |
| Strong inter-personal skills. |  |
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| **Qualifications**  |
| Good literacy and numeracy skills, GCSE or Equivalent at grade C or above |  |
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