



Location: Colonel Frank Seely Academy, Calverton, Nottingham, NG14 6JZ

Salary: Redhill Academy Trust Pay Scale, Band 6, Scale Point 29

Hours of work: Casual, as and when required

Responsible to: Data & Examinations Manager
Operations Manager

Post objective: To provide support to the examination process.

Main Duties and Responsibilities:

To support the Data & Examinations Manager with the day-to-day operation of examination venues.

This activity may include:

- Assisting with setting-up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures.
- Assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues.
- Offering advice and guidance to unregistered candidates without allocated seats.
- Ensuring that candidates do not talk once inside examination venues.
- Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures.
- Checking attendance during examinations.
- Recording details of late arrivals and early leavers and collecting scripts from early leavers.
- Escorting candidates from venues during the examinations as required, and supervising candidates whilst outside examination venues.
- Collecting and collating scripts at the end of the examination in accordance with strict procedures.
- Assisting with the preparation of script envelopes.
- Supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner.
- Escorting and supervising any candidates who may need to leave the examination room in an emergency.

- Assisting in the efficient timekeeping of the examination ensuring a clock, visible to all candidates, is in the room they are supervising and that the exam board instructions to candidates are displayed as required.
- Ensuring that any minor behaviour issues are dealt with in line with school policy.
- Reporting any breaches of examination code of conduct to the supervising teacher/invigilator/examinations officer immediately
- Ensuring that the examination room is clear and tidied for the next session and that equipment is fully stocked

To assist Examinations and Office staff with other examination processes.

This activity may include:

- Assisting with the packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues as appropriate.
- Assisting with the preparation of seating plans.
- Delivering scripts to departmental and School offices.

This role involves working in regulated activity with children and an Enhanced DBS Clearance is required for this position.



	Essential	Desirable
Experience		Experience of working or studying in higher education environment.
Specific skills and knowledge	Effective oral/written communication skills. Numeracy essential.	An understanding of examination process.
Personal attributes	Accuracy and attention to detail. Flexible approach to work. Ability to relate to academic staff and students. Ability to work under pressure and to tight deadlines.	

Normal working hours will be between 8.30am and 4.30pm. It may be necessary to work out of normal working hours.