

Examination Invigilator



Oasis
Academy:
Hadley

Dear Candidate,

Thank you for your enquiry regarding the position of **Exam Invigilator** at Oasis Academy Hadley. We are part of Oasis Community Learning which runs over 50 academies across the UK.

I hope you find the information pack helpful. If you would like to know more about us before you apply please see our website www.oasisacademyhadley.org. We welcome visits to the Academy. Please contact Alice Weeks, People Directorate Officer, on 020 8804 6946 ext 73012 or hadley.hr@oasishadley.org to arrange a visit or if you would like to discuss any aspect of the post.

If you would like to apply, please complete the Application Form and Equal Opportunities monitoring (CVs are not accepted) and return it by either of the following ways:

Email: hadley.hr@oasishadley.org

Post: People Directorate Office
Oasis Academy Hadley
143 South Street
Enfield
EN3 4PX

The closing deadline for applications is no later than **8am on Wednesday 1st June 2022**.

Please ensure you provide the name, address and status of two referees, one of whom should be your current Line Manager. Candidates should be aware we will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview.

Interviews will be on the week commencing **Monday 6th June 2022** If you have not been invited to attend by **Friday 3rd June 2022** you should assume that your application has not been successful. Unfortunately, we will not be able to provide feedback on your application at this stage.

I wish you well and thank you once again for your interest in what we think will be a rewarding post.

Yours sincerely,



Zoë Thompson
Principal

About Oasis Academy Hadley

Oasis Academy Hadley is a great place to work and learn. We are an all-through family school, where children at every key stage from ages 2 to 19 learn well and make good progress.

We pride ourselves on being inclusive and championing the gifts and talents of every individual. The happiness, care and wellbeing of all our children is central to our approach and enables everyone at Hadley to thrive in a safe and secure environment.

We have an established culture of high expectations, where children are taught well and encouraged to develop both academically and culturally. Having such a well-rounded learning experience is central to our purpose as it is this that enables our children to be aspirational for themselves, their families and their community. By nurturing a positive mindset we build children's confidence to be successful whichever path they choose.

Being an all-through school means that many children are with us for the majority of their formal education and do stay on into our very popular Sixth Form where each year, approximately 95% go onto University with 85% going to Russell Group and top third Universities which are some of the best in the world.

Hadley has a track record of great achievements and is an inspirational place to learn and work. Throughout all phases of our Academy we have a team of skilled and dedicated staff with a great deal of expertise who are committed to securing the best outcomes. To achieve this, we place a great deal of importance in continuing professional development and we have an established leadership development programme.

Oasis Academy Hadley is one of 53 Academies who form part of the Oasis Community Learning. Each Oasis Academy and the services behind them, are committed to creating exceptional entitlement that ensures that all children have real choice in their lives.

About Oasis Community Learning



The vision of Oasis Academies is to create both outstanding schools and community hubs. As well as delivering first-class and innovative education, Oasis builds 'Hubs' in the area it works in; creating safe and inspiring local neighbourhoods that provide integrated and diverse services to benefit the whole person and the whole community.

Oasis Community Learning seek to create and sustain networks of excellent learning communities working in the context of the Oasis Ethos where every student can reach their full potential. Oasis believes this can be achieved through clear leadership, outstanding staff, a positive and affirming environment, strong partnership between students, parents/carers and the local community, along with the wider national and international links the Oasis' global operations create.

Our ethos is an expression of our character- it is a statement of who we are and therefore a lens through which we assess all we do. The work of Oasis Community Learning is motivated and inspired by the life, message and example of Christ. This is encapsulated by the following five statements:

- a passion to include everyone
- a desire to treat everyone equally, respecting differences
- a commitment to healthy and open relationships
- a deep sense of hope that things can change and be transformed
- a sense of perseverance to keep going for the long haul

The full Education Charter explains how our ethos impacts in Oasis Academies and can be found on www.oasiscommunitylearning.org

At Oasis Academy Hadley we interpret the Oasis Ethos through the Hadley Way.

The Hadley Way

ASPIRE: We will have the highest expectations of ourselves and others for both learning and behaviour.

ACHIEVE: We will be the best we can

CARE: We will consider others and make positive contributions to the Academy, local and global communities in which we live

ENDEAVOUR: We will be resilient, enjoy a challenge and not give up easily.

Job Description

POST:

Examination Invigilator

ACCOUNTABLE TO:

Principal, under the day-to-day management and leadership of the Academy Examination Officer and Lead Examination Invigilator

GRADE:

£10.85 per hour plus local government pension scheme.

KEY RELATIONSHIPS:

Deputy Principal, Academy Examination Officer, members of Invigilation team, Academy students, relevant teaching and support staff.

LOCATION:

Oasis Academy Hadley

WORKING PATTERN:

Variable between 08:00 and 17:00

JOB PURPOSE:

To supervise Academy and external examinations.

RESPONSIBILITIES:

1. To assist the Lead Invigilator in invigilating examinations in line with Examination Board and Academy regulations and ensuring there is an appropriate atmosphere in the examination room, to optimise student performance.
2. To promote and safeguard the welfare of children you come into contact with.

DUTIES

- Under the direction of the Lead Examinations Invigilator.
- Set-up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures.
- Ensure that there is adequate space between desks in examination rooms to discourage cheating.
- Assist candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues.
- Offer advice and guidance to unregistered candidates without allocated seats.
- Ensure that candidates do not talk once inside examination venues.
- Remove mobile phones for the duration of the examination.
- Search pencil cases if they are not made of clear plastic.
- Organise the correct procedures for lending equipment to candidates.
- Invigilate during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures.
- Check attendance during examinations.
- Record details of late arrivals.
- Escort candidates from venues during the examinations as required, and supervising candidates whilst outside examination venues.
- Collect and collating scripts at the end of the examination in accordance with strict procedures.
- Supervise 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.
- Ensure Joint Council for Qualifications (JCQ) regulations are maintained.
- Be aware of the Academy's evacuation procedure in the event of an emergency, be familiar with the emergency exit for each examination room and ensure that examination regulations are maintained if an emergency evacuation is required.
- Assist with the packing of scripts after the examination ready for collection or posting.
 - Attend training as required.
 - Be aware of and comply with the policies relating to child protection, security and confidentiality.

About Examinations at Oasis Academy Hadley

This is a seasonal role and one which may be undertaken alongside an existing post (where applicable depending on the nature of the current role). External GCSE and A Level examinations take place between May and July each year with Academy examinations in January. During the examination season you will need to be in the Academy by 8am and occasionally when there are large examinations this may be a little earlier. The examination day will normally end between 4 and 5pm. You will be able to agree your working pattern in advance of each exam season. Please state in your application if you have a preference for an academy.

Training will be provided but experience of working as an invigilator is essential.

Exam Invigilator

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Level 1 English and Mathematics qualifications (GCSE A*- G) 	<ul style="list-style-type: none"> Exam Invigilator Training
Experience, Skills and Understanding	<ul style="list-style-type: none"> Experience of working as an examination invigilator Ability to communicate effectively. Ability to work to predetermined instructions. Ability to be fair but firm at all times Ability to converse at ease with parents/students and members of the public and provide advice in accurate spoken English Understanding of issues of confidentiality. 	<ul style="list-style-type: none"> Experience of working in a school or academy environment.
Personal Qualities	<ul style="list-style-type: none"> Ability to remain calm under pressure or during unexpected circumstances Integrity, showing trustworthiness Ability to relate to candidates yet maintain an air of authority, Ability to work co-operatively and flexibly as part of a team or alone as necessary Ability to form and maintain appropriate relationships and personal boundaries with children Emotional resilience in working in a range of challenging situations <p>Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos</p>	

Explanatory Notes

Applications will only be accepted from candidates completing the enclosed Application Form. Please complete ALL Sections of the Application Form which are relevant to you as clearly and fully as possible (Sections A & B). CVs will not be accepted in place of a completed Application Form.

Safeguarding Children & Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced Disclosure and Barring checks

1. Candidates should be aware that all posts in Oasis Community Learning involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details.
2. Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as “spent” must be declared.
3. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
4. Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may, where appropriate, be answered not applicable if your duties have not brought you into contact with children or young people.

Interview Process

After the closing date, short listing will be conducted by a Panel, who will match your skills/ experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy Disclosure and Barring check requirements such as a current driving license including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address (i.e. utility bill, financial statement etc.)
- Where appropriate any documentation evidencing a change of name

- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

We will seek references on shortlisted candidates for Academy based positions and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

For Academy based positions, in addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline.

Conditional Offer: Pre-Employment Checks

Any offer to a successful candidate will be conditional upon: -

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity and qualifications
- Vetting and Barring Checks
- Satisfactory Disclosure and Barring check
- Verification of professional status such as QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period.
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

For teaching posts

- Verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- Verification of medical fitness in accordance with DFE Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training

You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected, as well as possible referral to the police and/or ISA and/or other relevant investigating bodies.