Lord Grey Academy
Lord Grey Can

TOVE LEARNING TRUST

EXAMINATION INVIGILATORS

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"Lord Grey Academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work."

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Advertisement

EXAMINATION INVIGILATORS NEEDED
CAN YOU HELP?

We are seeking to appoint, on a casual basis, committed and understanding invigilators to join our team and support students through one of the most critical stages of their education.

Successful applicants will be required to work as part of a team or alone, have a good eye for detail and be able to remain calm under pressure. Experience is desirable, but training will be provided. This is a casual position and work is not guaranteed. The days and hours available will be variable and dependent upon examination dates. The rate of pay is £13.28 per hour.

If you are looking for an interesting and challenging role in the school environment, are hardworking, confident, dedicated and reliable then a vacancy booklet, information for candidates booklet and the application form are all available on the vacancies section of Lord Grey Academy's website:
https://www.lordgrey.org.uk/vacancies/

Please note the application form and information for candidates booklet are available on the right hand side of the above link.

Completed application form and covering letter should be submitted to Human Resources at Lord Grey or emailed to hr@lordgrey.org.uk as soon as possible.

Only successfully short listed candidates will be contacted. CVs will not be accepted.

This advert will close when all positions have been filled. We will be shortlisting and interviewing the right candidates as and when so please apply early to avoid disappointment.

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Tove Learning Trust

Tove Learning Trust (TLT) is a highly successful multi-academy Trust with primary, secondary and alternative provision schools across the West Midlands, Northamptonshire and Milton Keynes. We are a cross phase trust providing a high-quality education for over 11,500 children between the ages of 4 and 18. Within our family of schools we have four primaries, nine secondaries and two alternative provision schools.
As an employer of choice, we recognise every colleague is an individual, we value diversity, and work as a team to remove barriers to equity. We know that when you are 'the best you', whatever your role is with the Trust, you will transform students' lives.

The Trust is committed to ensuring that all children achieve as highly as possible and we work hard to offer stimulating environments that enable every learner to progress and flourish. We have a small central team and a committed Board of Trustees that are focused on delivering outstanding outcomes.

We aim to have academies that are excellent communities of learning where children thrive on success.

You will have access to a team of school improvement directors specialising in Maths, English, Science, Humanities, EYFS and SEND & Inclusion. Our outcomes in the vast majority of our schools exceed national expectations and many of our schools are rated Good or better by OFSTED.

Employee Benefits:

- Teacher & support staff pension schemes
- Continuous Professional development (CPD)
- Training School Alliance
- Networking opportunities
- Specsavers eyecare voucher
- Free Flu vaccine
- Employee Assistance Programme (EAP)

The Academy is committed to safeguarding children. The successful applicant will require an enhanced DBS check.

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JOB DESCRIPTION - EXAMINATIONS INVIGILATOR

Role:	Examinations Invigilator
Responsible to:	Examinations Manager
Based at:	Lord Grey Academy
Hours:	Casual Hours
Grade:	D3

Job Context

The invigilator is the person in the examination room responsible for conducting a particular examination session in the presence of the candidates. Invigilators have a key role in upholding the integrity of the external examination/assessment process. The role of Examinations Invigilator requires the post holder to undertake organisational and administrative work which provides support to the Examinations Manager in delivery of a high quality experience for staff and students, during the examination periods

Key Responsibilities
To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Lord Grey Academy regulations and instructions. To have a key role in upholding the integrity and security of the examination/assessment process

Job Description

Before exams
- Report to and be briefed by the Examinations Manager prior to each exam session
- Keep confidential exam question papers and materials secure before, during and after exams
- Ensure exam rooms are set up according to the requirements
- Admit candidates into exam rooms under formal exam conditions
- Identify candidates and seat candidates according to the required arrangements
- Distribute the correct question papers and exam materials to candidates
- Instruct candidates in the conduct of their exams
- Deal with candidate questions
- Start exams

During exams
- Supervise and observe candidates at all times and be vigilant throughout exams
- Keep disruption in exam rooms to a minimum
- Deal with emergencies or irregularities effectively
- Record/report any incidents, disruption or irregularities
- Complete attendance registers
- Deal with candidate questions according to the regulations

After exams
- Instruct candidates in finishing their exams and collect exam scripts and exam materials
- Dismiss candidates from the exam room
- Check candidates' names on scripts, match the details on the attendance register
- Securely return all exam scripts and exam materials to the Examinations Manager

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Other tasks

- Undertake training, update and review sessions as required
- (prior to invigilating any exam in a new academic year) Undertake relevant online invigilator training and assessment for that academic year
- Undertake, where required and where able, other duties requested by the Examinations Manager, for example:
    - centre supervision of exam timetable clash candidates between exam sessions
    - facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
    - other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'

Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties and responsibilities.

Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.

Signed_____Date_____

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PERSON SPECIFICATION

Experience/Knowledge	Essential	Desirable	How evidenced
Basic knowledge of the exam system	✓		A I
Working in a controlled environment		✓	A I
Working in a school environment		✓	A I
Technical Job Related Skills	**Essential**	**Desirable**	**How evidenced**
Effective oral and written communication skills	✓		A I
Interpersonal skills	✓		A I
Accuracy and attention to detail	✓		A I
First Aid Certificate		✓	A
Organisational skills	✓		A I
Personal Job Related Skills	**Essential**	**Desirable**	**How evidenced**
Ability to relate to candidates yet maintain an air of authority	✓		A I
Ability to communicate with candidates and members of staff clearly and accurately	✓		A I
Ability to work to predetermined instructions	✓		A I
Ability to work as part of a team or alone as necessary	✓		A I
Reliability and punctuality	✓		A I
Ability to keep calm under pressure or during unexpected circumstances	✓		A I
Common sense and initiative	✓		A I
Ability to judge when a decision is not theirs to make	✓		A I
Ability to be firm but fair at all times	✓		A I
Commitment to uphold the school's equalities policy, Child Protection and Safeguarding Policy	✓		A I

A – Application form I – Interview R – Reference

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