



Application Pack and Job Description
Examinations Invigilator
Teignmouth Community School



Examinations Invigilator

Ivy Education Trust is seeking to appoint Examination Invigilators for Teignmouth Community School, to oversee and supervise examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions.

Exam Invigilators play a vital role throughout the academic year supporting internal and external examinations for all year groups. The role requires you to be patient and supportive of our students whilst adhering to the JCQ guidance for examinations. Invigilation may be in a hall venue with a whole year group supported by other colleagues or in a small room venue supporting more vulnerable students. There will be numerous 'examination periods' throughout the year from November right through until July, some being internal examinations and the key period of mid-May to mid-June for the GCSE examinations.

You will:

- Be an excellent role model who actively promotes the skills, attributes and behaviour important in a classroom
- Have experience working with children
- Have the highest expectations of behaviour
- Be committed to working as part of a team
- Be highly organised
- Have excellent communication skills, written and verbal.

We offer:

- A unique and inspirational environment to work in
- A professional and collaborative school with a commitment to continued professional development
- The opportunity to join a strong staff team, where our values are integral to all we do.
- In a friendly and welcoming school with supportive colleagues, you'll be able to make a real impact on our school, and on the lives of our children.

Ivy Education Trust works closely with all schools within the Trust and beyond. Ivy Education Trust celebrates the diversity of each of its schools and is founded upon the alignment of vision and values that we all commonly hold to secure the best outcomes for our pupils.

Ivy Education Trust is committed to providing a broad, balanced and ambitious curriculum in all its schools so all children and young people develop the character and qualifications needed to open doors to their future success. A strong focus on developing and providing inspirational teaching and leadership in all schools, through school-to-school improvement, ensures outstanding progress and educational enjoyment for all members of the partnership's community.

The unique character of each school is celebrated and nurtured to ensure choice and variety in educational provision. The Trust is determined that all children should be able to attend a good or better school regardless of where they live.

Our mission is to improve life chances for every child and young person we serve, through broadening their opportunities and enabling them to reach their full potential. We support and all members of our learning community to dream big, aim high, and achieve more than they ever thought was possible. If you share these visions and aspirations, then we very much welcome your application for this post.

Application forms and further information are available from our website, www.ivyeducationtrust.co.uk or on request via email to recruitment@ivyeducationtrust.co.uk

Completed application forms should either be submitted online, handed into the school reception or emailed to recruitment@ivyeducationtrust.co.uk before the closing date stated below.

**Closing date for applications is Monday 6th January 2025 at 9:00am.
Interviews will be arranged once applications have been reviewed.**

Job Description

Post Title:	Examination Invigilator
School:	Teignmouth Community School
Working Hours:	Casual Hours
Salary Grade:	£12.45 (Plus holiday pay)
Contract Type:	Casual Hours
Responsible to:	Examinations Officer

Role Description

To oversee and supervise examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions.

Job Description

- To understand and carry out all invigilator duties in accordance with the JCQ Information for Conducting Exams (ICE) booklet, updated annually
- To assist in the setting up of examination rooms
- To ensure candidates enter and exit the examination room in accordance with exam board regulations
- To ensure all candidates receive appropriate examination question papers and answer paper
- To be aware of any needs that candidates may have during an examination
- To ensure answer scripts are collected in candidate number order and are supervised as required until they are delivered to the exams officer, in accordance with exam board regulations
- To ensure candidates obey the regulations of an examination room as laid out in the exam board regulations
- To maintain security and confidentiality
- To ensure no inappropriate items are brought into the examination room, such as mobile phones, watches, revision notes or other paperwork unless told otherwise
- Ensure all candidates are aware of the pre-exam start information and of any erratum notice that may affect them
- To ensure there is no talking or disruption for the candidates once an examination has begun
- To ensure all candidates are seated before opening the question papers
- To ensure that invigilators **DO NOT** help candidates in any way with the question paper
- To ensure correct procedures are followed in the event of an emergency evacuation
- To assist in other activities as may reasonably be requested by the centre from time to time

Support Team

- To support the achievement of the School's objectives by working proactively with colleagues on projects or activities outside direct area of responsibility as required.

Other Duties

- All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- The Trust operates a Smoke-Free Policy, and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles.

- To support the achievement of the school/college's objectives by working proactively with colleagues on projects or activities outside direct area of responsibility as required
- To conduct oneself in a manner befitting a member of staff at all times, ensuring behaviours that display positivity to others.
- To make maximum use of opportunities to generate a culture of celebration and praise amongst the staff and students at the school/college.
- To follow the school/college's ICT policy for safe use of ICT
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the school/college's safeguarding policies. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS.
- To place the safeguarding of all children in the school/college as the highest priority
- To comply with legislation, policies and procedures relating to confidentiality and data protection, reporting any concerns to the appropriate person
- To work in compliance with the codes of conduct, regulations and policies of the school/college and its commitment to equal opportunities
- To comply with the school/college's Health & Safety policy and statutory requirements as detailed in the Health & Safety at Work manual.
- To undertake training and personal development as and when identified by Line Manager.
- To undertake any other duties as deemed appropriate by the Headteacher.

This is not an exhaustive list of duties; they may be varied from time to time without changing the general character of the job or the level of responsibility. A high degree of flexibility and adaptability is an important element of this role.

This is a description of the role as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Person Specification

Role Requirements:	Essential	Desirable	How Assessed
Qualifications:			
Educated to GCSE grade C level (or equivalent) in both Maths and English	√		Application Form
Relevant qualification or training in administration		√	Application Form
Educated to A Level or above		√	Application Form
Experience:			
Proven successful track record in administration	√		Application Form; Interview
Proven successful track record in examination administration		√	Application Form; Interview
Proficient in a range of ICT packages, including Microsoft Office	√		Application Form; Interview
Working knowledge of ARBOR, particularly Exam Organiser		√	Application Form; Interview
Working knowledge of processes, procedures and systems within an educational environment		√	Application Form; Interview
Knowledge of Awarding Body regulatory requirements		√	Application Form; Interview
Customer focused environment	√		Application Form; Interview
Personal and Professional Skills and Attributes:			
Ability to recognise and understand the need for confidentiality	√		Application Form; Interview;
Excellent planning and organisational skills	√		Application Form; Interview;
Excellent communication skills	√		Application Form; Interview
Ability to work under pressure, prioritise and meet deadlines	√		Application Form; Interview
Excellent analytical skills	√		Application Form; Interview
Highly motivated and enthusiastic	√		Application Form; Interview; References
High expectations of self	√		Application Form; Interview
High professional standards	√		Application Form; Interview
Ability to work unsupervised & manage own time effectively	√		Application Form; Interview
Attentive to detail	√		Application Form; Interview
Ability to use initiative to identify and solve problems and get results	√		Application Form; Interview;

Willingness to participate in training/ development as/when identified by line manager	√		Interview
Evidence of continuing professional development		√	Application Form; Interview
Ability to work effectively as a member of a team	√		Application Form; Interview
Understanding of safeguarding issues and promoting the welfare of children and young people	√		Interview
Suitability to work with children	√		Interview; References

Ivy Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All employees are expected to undergo Disclosure and Barring and employment checks.