



**FUTURE
ACADEMIES**
LIBERTAS PER CULTUM



Examination Invigilator Recruitment Pack



JOB DESCRIPTION

JOB TITLE:	Examination Invigilator
RESPONSIBLE TO:	Examination Officer
RESPONSIBLE FOR:	To conduct and supervise internal and external examinations for students in a professional manner, ensuring that all JCQ regulatory requirements for the integrity and security of the examination papers and procedures are strictly adhered to during examination sessions
LINE MANAGEMENT:	N/A
HOURS:	Casual – Ad Hoc
SALARY:	£12.45/hour
PLACE OF WORK:	Barclay Academy, Walkern Road, Hertfordshire, SG1 3RB.
RIGHT TO WORK:	This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations will be required in accordance with the statutory guidance
STAFF BENEFITS:	<p>Future Academies recognises its employees as the most important asset and critical to its success. To demonstrate this all staff are offered the following benefits:</p> <ul style="list-style-type: none">• A supportive ethos and concern for the well-being of all colleagues.• Excellent CPD opportunities and career progression.• Employer Contributions to Local Government or Teachers Pension Scheme.• Mintago – employee benefits platform• Employee Assistance Programme.• Access to a Virtual GP• Eye Care Voucher scheme.• Salary sacrifice childcare
PROBATION PERIOD:	The post holder will be required to complete a 6 month probation period

PURPOSE OF THE ROLE

We seek to expand our team of invigilators and require people who are team players and are responsible, reliable, calm and flexible. You will work under the guidance of the Examination Officer to invigilate exams both in the main hall and act as a sole invigilator in our smaller rooms, set up exam rooms, supervise candidates, facilitate exam arrangements, process exam papers, follow exam regulations and be vigilant at all times. Candidates will need to be flexible to attend on a casual basis and have good availability during examination periods. The exam period for our internal and external exams are mainly February, May, June and November.

MAIN RESPONSIBILITIES AND TASKS

Main Duties

1. To conduct in accordance with the Joint Council for Qualifications (JCQ), Awarding Bodies and Future Academies Watford instructions.
2. To play a 'key role in upholding the integrity of the external examination/assessment process'. (JCQ ICE 6)

Before Exams

- To report to the exams officer prior to each exam session
- To keep exam papers and materials secure before, during and after exams
- To ensure exam rooms are set out to standard
- To admit candidates into exam rooms
- To identify, seat and instruct candidates in the conduct of their exams
- To distribute the correct exam papers and materials to candidates
- To deal with candidate queries

During Exams

- To supervise candidates at all times and be vigilant throughout exams
- To deal with emergencies or irregularities effectively
- To record/report any disruption or irregularities
- To complete attendance registers during the examination and inform the Examinations Officer of any absentees.
- To know the actions to be taken in the event of an emergency such as an emergency evacuation.

After Exams

- To collect all exam scripts, sort and check against attendance registers
- To dismiss candidates from the exam room in an orderly fashion
- To securely return all exam scripts and exam materials to the Examinations Officer
- To ensure the exam room is left in a tidy condition

Other

- To attend training, refresher or review sessions as required
- To undertake, where required, other duties requested by the exams officer, for example
 - o Supervision of clash students between exam sessions
 - o Exam related administrative tasks

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

The Job Description will be subject to periodic review to fit in with the needs of the Trust and provide development opportunities. It is not a comprehensive set of tasks, but sets out the main expectations of the Trust in relation to the postholder's responsibilities and duties at this time

To undertake similar duties, commensurate with the level of the post and at the discretion of the Line Manager, as the Line Manager shall from time-to-time reasonably require.

PERSON SPECIFICATION

	Essential	Desirable
QUALIFICATIONS		<ul style="list-style-type: none"> All necessary training will be given
EXPERIENCE		<ul style="list-style-type: none"> Previous experience of invigilating is desirable but not essential
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> Good administrative and organisational skills Good written and oral skills 	
PERSONAL COMPETENCIES AND QUALITIES	<ul style="list-style-type: none"> Reliable, flexible and readily available during main exam Effective communication skills and good interpersonal skills Work well as part of a team with the ability to work independently A confident and reassuring presence to candidates in exam rooms Able to stay calm and diplomatic under pressure Able to take ownership of tasks and work with minimal supervision Basic IT skills (familiar with use of email, mobile phone messaging etc) Able to exercise sound judgement, especially relating to confidentiality and discretion Commitment to the safeguarding and promotion of the welfare of all children and young people. Commitment to equality and Diversity 	

APPLICATION PROCESS

1. Applying for the role

To apply for the post, please visit our website - [Vacancies - FaceEd \(face-ed.co.uk\)](https://face-ed.co.uk)

Applicants should complete the online application form via FaceEd. Applicants should also complete the 'Personal Statement' section of the online form to the best of their ability and use this section to demonstrate how they meet the requirements set out in the person specification. Please ensure specific examples are included.

Applications must be received no later than Noon on **6th January 2025**. Applications after this date will not be considered.

2. Interview Process

The interview process will take place as soon as possible after shortlisted has been completed. The interview will include a formal interview and may include practical tasks related to the knowledge and skills required for the role.

3. Notification & Feedback

Candidates that have taken part in interviews will be notified as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached.

Unsuccessful candidates will be given the opportunity to receive professional feedback.

4. Taking up the post

The successful candidate will take up the post as soon as possible.

5. Additional information

For further information please email HRenquiries@futureacademies.org and a member of the HR team will contact you.

6. Safeguarding

As an educational trust, Future Academies is committed to the safeguarding and promotion of the welfare of all children and young people. Therefore, the Trust expects all members of staff and volunteers to share in this commitment. An 'Enhanced Disclosure and Barring Service' check and a 'Barred List' check is required for this role.