

Examinations Invigilators

Seasonal Work – £10.55 p.h.

Required for March through to June (Monday to Friday)

Acland Burghley School is looking for individuals interested in seasonal work through the busy exam period from March through to the end of June to assist the school as Examinations Invigilators. One day training will be provided prior to start date.

You must have good spoken and written English as you will not only be supervising the students but will be asked on occasion to act as readers or scribes for students with special educational needs. Qualification in AEN access arrangements would be desirable.

This is an excellent opportunity for anyone looking to gain further experience in schools for PGCE placements or for those looking for seasonal or part time work during the summer term.

The work is paid on an hourly basis and you will be required for a mix of sessions; mornings, afternoons and all day sessions. Therefore this role can easily fit around other commitments including study, family and other part time work.

Closing date: *Monday 27 January 2020*

Interview date: *To be confirmed*

Training day will be held on the 11 March 2020

To download an application form please visit
www.aclandburghley.camden.sch.uk/vacancies

Please note: we do not accept CVs.

For further information about the role please contact Silvia Sevilla (Examinations Officer) on email: ssevilla@aclandburghley.camden.sch.uk

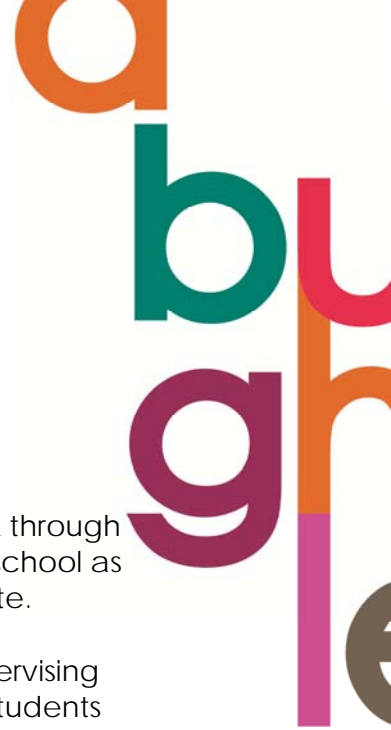
Acland Burghley School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful candidates will be required to undergo an enhanced DBS Check, join the update service and to demonstrate full understanding of the school's safeguarding policies and procedures.

Acland Burghley School, Burghley Road, London NW5 1UJ

☎ 0207 485 8515 Fax: 0207 284 3462

www.aclandburghley.camden.sch.uk

Email: recruitment@aclandburghley.camden.sch.uk



JOB DESCRIPTION

POST: Examinations Invigilator

RESPONSIBLE TO: Examinations Officer

Main purpose of the role

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.

Main duties

To support the Examinations Officer with the day to day operation of examination venues, including:

- assisting with setting-up examination venues by putting up relevant posters, 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;
- seeking advice from the Examinations Officer and giving guidance to unregistered candidates without an allocated seat;
- 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;
- escorting candidates from venues during the examination as required and supervising candidates whilst outside examination venues;
- collecting and collating scripts at the end of the examination in accordance with strict procedures, and;
- supervising candidates leaving examination venues, ensuring that no one removes equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner.

To assist Examinations Office staff with other examination processes, including:

- Assisting with the packing of examination papers, stationery and equipment;
- Delivery of examination materials to and from venues as appropriate, and;
- Scribing and/or reading for students with special educational needs.

Personal qualities/skills required:

- Good command of written and spoken English
- Confidence and ability to communicate with staff and pupils
- Experience of working with teenagers/young adults (Desirable but not essential)
- An understanding of how to manage behaviour in a positive way
- The ability to be flexible
- The ability to follow instructions
- The ability to work as part of a team
- Reliability and punctuality
- The ability to keep calm under pressure
- Common sense, initiative and proactivity
- Accuracy and attention to detail

DBS Check

Acland Burghley School will provide the initial DBS check at the start of employment. Invigilators are required to join the DBS update system to the cost of £13 per annum. The applicant must register with the service as soon as they receive their DBS check. The school is happy to refund this additional cost, if the account is maintained and invigilating at Acland Burghley continues.

