



## **Examination Invigilator**

**City of Derby Academy**

**Relief - as required**

**Scale 2 £23,114 (£11.98 per hour)**

QEGSMAT are seeking to appoint an enthusiastic Examination Invigilator (Relief) to join our hardworking and high achieving team at City of Derby Academy.

City of Derby Academy is a proud member of QEGSMAT. The Trust's values are for students to 'Question, Explore; Give; and Succeed'. Our exceptional staff, strong leadership, motivated children, as well as excellent facilities, provide the successful formula for this.

At QEGSMAT we believe and promote that exceptional workforce creates exceptional results; they transform lives and transform futures. We support every pupil to achieve their full potential and become a confident, resilient, and compassionate individual who can make a positive contribution to society.

### **Why work for us?**

- At QEGSMAT, we value the hard work and dedication of our team members, and as such we believe that progression should be a simple process. That's why we are proud to offer an Automatic Pay Review program, rather than the traditional annual pay and performance review, as part of our comprehensive benefits package.
- Continual access to CPD opportunities. QEGSMAT works with a large number of organisations to develop staff to fulfil their aspirations and potential. We are committed to providing first-rate training and development to all our staff within this evolving Trust.
- We are committed to promoting equality, challenging discrimination, and developing community cohesion. We welcome applications from all sections of the community.
- All staff have access to our Employee Assistance Programme which provides confidential, independent and unbiased information and guidance 24/7. This can also include bespoke counselling sessions for staff if needed.
- All roles are subject to nationally agreed terms and conditions of service.
- Family-friendly policies.
- Access to Flu Vaccines.
- Opportunity to work flexibly.

QEGSMAT is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is a criminal offence to engage or seek to engage in regulated activity or regulated work with children, if you appear on the DBS barred list. All appointments are subject to an Enhanced DBS check and be eligible to work in the UK.

Further information about our commitment to Safeguarding can be found - <https://www.qegsmat.com/documents/safeguarding>

Please be aware, the School/Trust may also consider performing an online presence check as part of their pre-employment checks.

If you are interested and wish to have an informal conversation to discuss the role or would like to visit the school, we would be happy to arrange this. Please call 01332 270450. Further details about our school can be found on our website: <https://www.cityofderbyacademy.org/>

To apply for this position, please visit our Trust Website (<https://www.qegsmat.com/current-vacancies/>) where you can apply via TES.

<b>Closing date for applications:</b>	Sunday 14th January 2024
<b>Interview date:</b>	TBC
<b>Salary:</b>	Scale 2 £23,114 (£11.98 per hour)
<b>Potential Start date:</b>	(Relief - as required)



## JOB DESCRIPTION

<b>Post Title:</b>	Examinations Invigilator (Relief)
<b>Reporting to:</b>	MIS Data and Examinations Leader
<b>Scale:</b>	Scale 2 £23,114 (£11.98 per hour)
<b>Disclosure Level:</b>	Child Workforce - Enhanced, Childs Barred list

### PURPOSE OF THE POST:

The role of the invigilator is to ensure that the examination is conducted according to JCQ Instructions for conducting examinations and City of Derby Academy regulations and instructions in order to:

- ensure all candidates have an equal opportunity to demonstrate their abilities
- ensure the security of the examination materials before, during and after the examination
- prevent possible candidate malpractice
- prevent possible administrative failures

### Before examinations:

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

### During examinations:

- Supervise and observe candidates at all times and be vigilant throughout examinations
- Keep disruption in examination 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 examinations:**

- Instruct candidates in finishing their examinations and collect examination scripts and examination materials
- Dismiss candidates from the examination room
- Check candidates' names on scripts, match the details on the attendance register
- Securely return all examination scripts and examination materials to the examinations officer

**Other tasks:**

- Undertake training, update and review sessions as required
- Undertake, where required and where able, other duties requested by the examinations officer, for example:
  - centre supervision of examination timetable clash candidates between examination sessions
  - facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
  - other examinations-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'



## Person Specification

Criteria	Essential	Desirable	Evidence
Qualifications	<ul style="list-style-type: none"> <li>• Good standard of Education</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of invigilation</li> <li>• Experience of working in an education environment</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Certificates</li> </ul>
Experience			
Skills	<ul style="list-style-type: none"> <li>• Effective oral/written communication skills</li> <li>• Numeracy</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of the examination process</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Selection process</li> <li>• References</li> </ul>
Knowledge			
Personal qualities	<ul style="list-style-type: none"> <li>• Good interpersonal skills</li> <li>• Professional approach to work</li> <li>• Accuracy and attention to detail</li> <li>• Ability to work under pressure and to deadlines</li> <li>• Ability to make decisions</li> <li>• Discretion/confidentiality</li> <li>• Reliability</li> </ul>		<ul style="list-style-type: none"> <li>• Application form</li> <li>• Selection process</li> <li>• References</li> </ul>

**PRINT NAME** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_