

BMAT Exam Invigilator

£12.67 per hour (Inclusive of Holiday Pay)

Benefits Include:

Retained STPCD 2012 including automatic main scale progression for teaching staff
16% PPA minimum for teaching staff
Access to Teachers' Pension Scheme (TPS) or Local Government Pension Scheme (LGPS)
Benenden Private Healthcare - as a taxable benefit – responsive medical care which may be extended to include family and friends
Generous leave for full-time support staff
Two weeks' full pay paternity leave
Busy Beacons Nursery - Access to a BMAT term time only nursery for school staff
BMAT CPD Hub - Investment in training and professional development including NPQs
A range of career opportunities across the Trust
Staff Forum
A focus on staff well-being and welfare – Carnegie Gold Mental Health Award status
24/7 Employee Assistance Programme – 365 days a year helpline and additional support with legal, financial advice and counselling
Free access to a fully fitted on-site fitness suite on both campuses
Electric vehicle charging points on campus
Cycle to work shower facilities
Team building and sports events to build cohesion and BMAT community
Winter well-being holiday
Free on-site parking
Free hot drinks
Access to 'Beacon Bargains' our online swap shop for staff to give away, sell and swap items between them

Beacon Academy Trust are currently seeking to appoint enthusiastic and well organised Exams Invigilators to provide exams support across our secondary schools in Ilford and Hainault. You will be responsible for assisting with the effective, efficient administration and conduct of internal and public examinations on all Beacon Academy Trust exam centres, whilst ensuring that JCQ and awarding body regulations are adhered to.

Exam Invigilators will work closely with the BMAT Exams Manager and the rest of the centralised Exams Team at both Beal High School and The Forest Academy. Experience of invigilation is not required as mandatory training in the role and duties of an invigilator will be provided



The successful applicant will:

- be reliable, flexible, and readily available during main exam periods
- have effective communication skills and good interpersonal skills
- work well as part of a team
- be confident and a reassuring presence to candidates in exam rooms
- be able to give instructions and manage situations involving different groups of people
- have a helpful, enthusiastic approach and a 'can do' attitude
- have experience in, and/or a commitment to, working with young people
- attend annual mandatory training

The Trust is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment.

Enhanced DBS (with list checks) is required for this post.

The below documents must be read prior to applying for this role and will be factored into interviews:

[Keeping Children Safe in Education](#)

[BMAT – Safeguarding and Child Protection Policy](#)

Further information and an application form can be found at <https://nelta.co.uk/vacancies/>

Please forward your electronic applications to recruitment@beaconacademytrust.co.uk

We are pleased to announce that Beacon Multi Academy Trust is currently working alongside [Benenden Healthcare](#) in offering a Healthcare Plan to its employees. There is no obligation to opt in to the healthcare plan, it is just part of our ongoing priority to support staff wellbeing across the Trust.

Please note we reserve the right to close or extend this position depending on application numbers, therefore we would urge candidates to submit an application as soon as possible.



Overall Responsibilities

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Beacon Multi Academy Trust regulations and instructions

To have a key role in upholding the integrity and security of the examination/assessment process

To aim to provide the candidates with the best environment in which to achieve their potential, which staying in accordance with JCQ and exam board regulations.

To work closely with other members of the BMAT Exams Team to ensure that exams are delivered in a smooth, secure and equitable fashion across the trust.

To promote the Trust's Mission Statement and to work to establish the values and vision it expresses in all aspects of the school's work.

Invigilators are required to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them

Invigilators are required to confirm their availability in advance of main exam periods

Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times

General Duties and Responsibilities

Before exams

- Report to and be briefed by the exams officer 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
- Deal with emergencies or irregularities effectively
- Record/report any incidents, disruptions 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 exams officer



Other tasks

- Undertake training, update and review sessions as required
- Undertake annual, relevant invigilator training and assessment
- Undertake, where required and where able, other duties requested by the exams officer, 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'

The above mentioned duties are neither exclusive nor exhaustive, duties and responsibilities of the post may change as requirements and circumstances change.

The post holder may be required to carry out such other duties as requested by management that are broadly within the level of the post.



Person Specification				
	Essential (E) Desirable (D)	App Fm	Intv w	Ref
Qualifications				
Level 2 qualification (Grade C or above) in English, Maths or equivalent	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge / Skills / Experience				
Knowledge of JCQ Regulations and Awarding Body processes	D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Be prepared to work at, and travel between, Trust exam centres	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Excellent customer service skills	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Excellent time management and organisation skills	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Written English and effective communication skills	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Strong interpersonal skills	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to deal tactfully and confidently with people at all levels	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Confident in communicating to large groups	D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience of undertaking a range of clerical, administrative and general duties.	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
High level of accuracy	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Able to work to deadlines	E	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Meticulous attention to detail	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Ability to learn fast on the job	E	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Attributes				
Reliable, respectful, responsible & conscientious approach	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
High level of initiative and ability to work independently or as part of a team with a range of staff	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Integrity and confidentiality to be maintained at all times	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Able to remain good humoured, calm and composed under pressure and work to deadlines	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Flexibility to deal with diverse needs of the post and movement between departments and the Trust	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Establish and maintain appropriate relationships	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Able to work effectively in a team and contribute to its success	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



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