



# Brighter Futures Learning Partnership Trust

**APPLICATION INFORMATION**

# **Contents:**

**Job Description**

**Person Specification**

**How to Apply**



## Job Description

**JOB TITLE:** Exam Invigilator for The Brighter Futures Learning Partnership Trust

**BAND:** Grade 4 Scale Points 3-4

**RESPONSIBLE TO:** Exams Officer

### Job Purpose

To assist in providing an excellent examination service to Doncaster UTC including:

- Assist in supervising the entry of pupils into the examination room
- Hand out papers for the examination
- Complete appropriate paper administration for the examination
- Actively supervise the pupils during the examination
- Deal appropriately to issues arising during the examination
- Collect the papers at the conclusion of the examination
- Dismiss pupils from an examination in an orderly manner
- Ensure the examination papers are delivered to the examinations officer at the conclusion of the examination.
- Act as Reader/Scribe/Prompter for individual candidates with Access Arrangement Approval as required.

These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities.

This sets out the key elements of the post. Changes will only be made after consultation with the headteacher or his/her nominated representative.

**The following are seen to be essential qualities of an invigilator:**

- Accuracy and attention to detail
- A flexible approach to work
- Relate to candidates whilst maintaining authority
- Communicate to groups and individuals
- Work to instructions
- Ability to work as part of a team
- Reliability and punctuality
- Keep calm under pressure
- Common sense and initiative
- Effective oral and written communication skills
- Firm but fair at all times

**These duties and responsibilities should be regarded as neither exhaustive nor exclusive, as the postholder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post, without changing the general character of the post. Dependant on need, you may be deployed across the Trust.**

**The school is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an enhanced Disclosure & Barring check along with other relevant employment checks.**



## Person Specification

**JOB TITLE:** Exam Invigilator for The Brighter Futures Learning Partnership Trust

**BAND:** Grade 4 Scale Points 3-4

**RESPONSIBLE TO:** Exams Officer

<b>Education &amp; Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Attainment of GCSE grade C or above in English and Maths (or able to demonstrate equivalent numeracy and literacy skills to a level 2 standard of education.	X	
Education degree/diploma level.		X
<b>Experience</b>		
Good numeracy and literacy skills	X	
Experience of working in a school or similar organisation		X
Experience of working with young people		X
Ability to work in a team	X	
Willingness to carry out training	X	
Commitment to the responsibility of safeguarding and promoting the welfare of young people	X	
<b>Skills</b>		
Demonstrates an interest and understanding of others; adapts to the team and builds team spirit; supports and carers for others; develops and openly communicates self-insight.	X	
Upholds ethics and values; demonstrates integrity.	X	
Establishes good relationships with customers and staff; uses humour appropriately to enhance relationships with others.	X	

## How to Apply

Thank you for considering applying for this role. If you feel you are the person we are looking for, please complete a concise letter of no more than two sides of A4 addressing the following:

- why you are applying for this position.
- how your experience to date will enable you to successfully take on the role.

**Closing date for applications is:** Ongoing.

**Interviews will be held on:** TBC.

**\*Please note that if you have not been contacted by within two weeks of applying, you have not been shortlisted for interview.**

## Good luck with your application.