

# Examinations Invigilator



Oasis  
Academy:  
Hadley

Oasis  
Academy:  
Enfield

Dear Applicant,

Thank you for your enquiry regarding the position of **Examinations Invigilator** at Oasis Academy Enfield and Oasis Academy Hadley.

I hope you find the information pack helpful. If you would like to apply, please complete the Application Form and Equal Opportunities monitoring (CVs are not accepted) and return it to Peri Mehmet, HR Manager, by either of the following ways:

Email: [Enfield.HR@oasisenfield.org](mailto:Enfield.HR@oasisenfield.org)

Post: Salma Begum  
Oasis Academy Enfield  
Innova Park  
Kinetic Crescent  
Enfield  
EN3 7XH

If you would like to discuss the post please contact Salma on 01992 655 424 or [Enfield.HR@oasisenfield.org](mailto:Enfield.HR@oasisenfield.org)

The closing deadline for applications is no later than **8am on Wednesday 16<sup>th</sup> January 2019.**

Please ensure you provide the name, address and status of two referees, one of whom should be your current Line Manager. Candidates should be aware we will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview.

Interviews will be on **Monday 21<sup>st</sup> January 2019**. If you have not been invited to attend by **Friday 18<sup>th</sup> January 2019** you should assume that your application has not been successful. Unfortunately, we will not be able to provide feedback on your application at this stage.

If you would like to know more about us before you apply please see our website [www.oasisacademyhadley.org](http://www.oasisacademyhadley.org), or [www.oasisacademyenfield.org](http://www.oasisacademyenfield.org) if you are not clear about any aspect of the application procedure, do not hesitate to contact us for clarification.

I wish you well and thank you once again for your interest in what we think will be a rewarding post.

Yours sincerely,



Lynne Dawes  
Executive Principal  
Oasis Academy Enfield and Oasis Academy Hadley

# About Oasis Academy Enfield and Oasis Academy Hadley

## About Oasis Academy Enfield

Oasis Academy Enfield opened in September 2007 as a new academy. Initially a group of portacabins and a pioneering spirit, the Academy moved into its £30 million purpose-built accommodation two years later on Innova Business Park, 10 minutes walk from Enfield Lock Station.

The Academy has enjoyed considerable success in its 10 year History. In June 2018 Ofsted judged that the school continues to be good. The percentage of students achieving the top grades at both GCSE and A Level has risen over the years. The Sixth Form is becoming increasingly popular and outcomes are amongst the best within the Oasis group. Three quarters of students have progressed to university including Russell Group and other leading universities.

## About Oasis Academy Hadley

Oasis Academy Hadley opened in September 2009 and in January 2013 moved to our new, state of the art building, on South Street, Ponders End, EN3 4PX, a two minute walk from Ponders End train station.

The Academy has been very successful since it opened. In 2016 the Ofsted Inspection judged the Academy to be good in all areas. The popularity of the Academy has increased year on year and we are now the school of choice for our local families and is over-subscribed in many year groups. The Sixth Form is the first choice for our Year 11 students and has become increasingly popular with external students from local schools.

The percentage of students achieving the best grades at both GCSE and A Level has risen significantly over the years. Last summer our Progress 8 score was +0.3 putting in the top 18% of schools in the country. Over 94% of our students have progressed to university including 47% Russell Group universities following a wide range of courses including from English, politics to engineering, psychology and law. Students also make good progress across primary phase. We began Phase 1, our primary section, in September 2010, and the Nursery opened when we moved to the new site. We now have a very successful 2 and 3 year old Nursery with full day care.

## About Examinations at Oasis Academy Hadley and Oasis Academy Enfield

This is a seasonal role and one which may be undertaken alongside an existing post (where applicable depending on the nature of the current role). External GCSE and A Level examinations take place in May and June each year with Academy examinations in November and March. During the examination season you will need to be in the Academy by 8am and occasionally when there are large examinations this may be a little earlier. The examination day will normally end between 4 and 5pm.

Training will be provided but experience of working as an invigilator is essential.

# Job Description

## POST:

Examination Invigilator

## ACCOUNTABLE TO:

Associate Principal, under the day-to-day management and leadership of the Cluster Data Manager, Academy Data and Examination Officer and Lead Examination Invigilator

## Salary:

£10.20 per hour

## KEY RELATIONSHIPS:

Executive Principal, Associate Principal, Cluster Data Manager, Deputy Principal, Academy Data and Examination Officer, members of Invigilation team, Academy students, relevant teaching and support staff.

## LOCATION:

Oasis Academy Enfield and Oasis Academy Hadley

## WORKING PATTERN:

Variable between 08:00 and 17:00

## DISCLOSURE LEVEL:

Enhanced DBS

## JOB PURPOSE:

To supervise Academy and external examinations

## RESPONSIBILITIES:

1. To assist the Lead Examinations Invigilator in invigilating examinations in line with Examination Board and Academy regulations and ensuring there is an appropriate atmosphere in the examination room, to optimise student performance.
2. To promote and safeguard the welfare of children you come into contact with.

## DUTIES

- Under the direction of the Lead Examinations Invigilator:
- Set-up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures
- Ensure that there is adequate space between desks in examination rooms to discourage cheating.
- Assist candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues;
- Offer advice and guidance to unregistered candidates without allocated seats;
- Ensure that candidates do not talk once inside examination venues;
- Remove mobile phones for the duration of the examination;
- Search pencil cases if they are not made of clear plastic;
- Organise the correct procedures for lending equipment to candidates;
- Invigilate during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures;
- Check attendance during examinations;
- Record details of late arrivals;
- Escort candidates from venues during the examinations as required, and supervising candidates whilst outside examination venues;



- Collect and collating scripts at the end of the examination in accordance with strict procedures;
- Supervise candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner.
- Ensure Joint Council for Qualifications (JCQ) regulations are maintained.
- Be aware of the Academy's evacuation procedure in the event of an emergency, be familiar with the emergency exit for each examination room and ensure that examination regulations are maintained if an emergency evacuation is required.
- Assist with the packing of scripts after the examination ready for collection or posting;
- Attend training as required;
- Be aware of and comply with the policies relating to child protection, security and confidentiality.

The person undertaking this role is expected to work within the policies, ethos and aims of the Academy and to carry out such other duties as may reasonably be assigned by the Principal. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.

All staff take an active role in the Academy's care and guidance of students.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.



# Person Specification – Examination Invigilator

|   | Essential   | Desirable   |
|---|---|---|
| <b>Qualifications</b>                       | <ul style="list-style-type: none"> <li>Level 1 English and Mathematics qualifications (GCSE A*- G)</li> </ul>   | <ul style="list-style-type: none"> <li>Exam Invigilator Training</li> </ul>                                 |
| <b>Experience, Skills and Understanding</b> | <ul style="list-style-type: none"> <li>Experience of working as an examination invigilator</li> <li>Ability to communicate effectively.</li> <li>Ability to work to predetermined instructions.</li> <li>Ability to be fair but firm at all times</li> <li>Ability to converse at ease with parents/students and members of the public and provide advice in accurate spoken English</li> <li>Understanding of issues of confidentiality.</li> </ul>  | <ul style="list-style-type: none"> <li>Experience of working in a school or academy environment.</li> </ul> |
| <b>Personal Qualities</b>                   | <ul style="list-style-type: none"> <li>Ability to remain calm under pressure or during unexpected circumstances</li> <li>Integrity, showing trustworthiness</li> <li>Ability to relate to candidates yet maintain an air of authority,</li> <li>Ability to work co-operatively and flexibly as part of a team or alone as necessary</li> <li>Ability to form and maintain appropriate relationships and personal boundaries with children</li> <li>Emotional resilience in working in a range of challenging situations</li> </ul> <p>Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos</p> |   |

## **Explanatory Notes**

Applications will only be accepted from candidates completing the enclosed Application Form. Please complete ALL Sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will not be accepted in place of a completed Application Form.

### **Safeguarding Children & Young People**

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced Disclosure and Barring checks

1. Candidates should be aware that all posts in Oasis Community Learning involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details.
2. Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.
3. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
4. Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate be answered not applicable if your duties have not brought you into contact with children or young people.

### **Interview Process**

After the closing date, short listing will be conducted by a Panel, who will match your skills/ experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy Disclosure and Barring check requirements such as a current driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address (i.e. utility bill, financial statement etc.)
- Where appropriate any documentation evidencing a change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

We will seek references on shortlisted candidates for Academy based positions and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

For Academy based positions, in addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline.

### **Conditional Offer: Pre-Employment Checks**

Any offer to a successful candidate will be conditional upon: -

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity and qualifications
- Vetting and Barring Checks
- Satisfactory Disclosure and Barring check
- Verification of professional status such as QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period.
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

### ***For teaching posts***

- Verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- Verification of medical fitness in accordance with DFE Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training

You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected, as well as possible referral to the police and/or ISA and/or other relevant investigating bodies.