



North East
Learning Trust

WE'RE LOOKING FOR
A EXAM INVIGILATOR
TO JOIN OUR TEAM



BEDLINGTON
Academy

Bedlington Academy
Palace Road, Bedlington
Northumberland, NE22 7DS

01670 822625
info@bedlingtonacademy.co.uk
www.bedlingtonacademy.co.uk

Exam Invigilator

Required as soon as possible

Salary SCP 10 (£10.76phr)

The North East Learning Trust are seeking to appoint Exam Invigilators at Bedlington Academy. We are looking for a reliable member of staff to assist in the supervision and setting up of examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are following during examination sessions.

You will need to have:

- Ability to relate to candidates yet maintain an air of authority.
- Ability to communication with candidates and members of staff clearly and accurately.
- Ability to work as part of a team or alone as necessary.
- Comfortable under pressure.
- Flexible approach to work.
- Reliable and punctual.
- Accuracy and attention to detail.

Deadline:

Wednesday 8 May 2019

Interviews will take place week commencing 13 May 2019.

All visits to the school are warmly welcomed.

Please contact **Jade Hutton** on **01670 822625** to arrange a visit.

How to apply:

Application forms should be completed and returned with a supporting letter of no more than two sides of A4 to jade.hutton@bedlingtonacademy.co.uk or by post to Jade Hutton, Bedlington Academy, Palace Road, Bedlington, Northumberland, NE22 7DS.



Job description

Job purpose

To assist in the supervision and setting up of examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are following during examination sessions.

Responsibilities:

- To assist in the collection of Examination papers and related information from the Examinations Office.
- To assist in the transportation of exam papers to the venue securely.
- To assist in ensuring Examination Papers are correct and are in accordance with attendance registers and seating plans.
- To assist in the setting up of the examination room – candidate cards, start and finish times and clocks.
- To ensure the examination room is set up in accordance with the seating plan.
- To assist in recording attendance on the seating plan.
- To closely monitor students throughout the examinations to prevent malpractice and disruption.
- To assist with emergencies ensuring you follow Centre Policies and JCQ regulations (illness, fire alarms).
- To collect scripts and question papers, ensuring that they are collected in correct order.
- To ensure the exam room is tidy in preparation for the next examination.
- To assist in the transportation of exam scripts to the exams office securely.
- To ensure you are familiar with the JCQ Instructions for conducting examinations booklet.
- To undertake any training relevant to the post.
- To assist with other duties consistent with the nature, level and grade of post.

Additional Information

- In order to maintain a professional atmosphere, a smart/casual dress code and you must wear a name badge at all times.
- Invigilators must conduct examinations in a calm and professional manner.

Support for the School

1. Comply with all school policies relating to:
 - Health and Safety
 - Equal Opportunities
 - Safeguarding and Child Protection
 - E-Safety
 - Confidentiality and data protection.
2. Work in such a way as to promote the ethos and vision of the school.
3. Participate in training and development, and activities that contribute to the management of performance.
4. Attend and participate in regular meetings.
5. To undertake other duties and responsibilities as required commensurate with the grade of the post.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.



Person specification

	Essential	Desirable	Method of Assessment
Education/training	A good general education to age of 16 with either evidence of examination success or successful experience of work in a similar field.		- Application Form - Letter of Application - Certificates - Selection Process
Relevant		Previous experience of working as an Exams Invigilator or in higher education environment.	- Application Form - Letter of Application - References - Selection Process
Aptitude and skills	- Ability to relate to candidates yet maintain an air of authority. - Ability to communicate with candidates and members of staff clearly and accurately. - Ability to work as part of a team or alone as necessary. - Comfortable under pressure. - Flexible approach to work. - Reliable and punctual. - Accuracy and attention to detail.	- An understanding of the examination process. - An understanding of the JCQ regulations.	- Application Form - Letter of Application - References - Selection Process
Other	- Excellent record of attendance and punctuality. - Understanding of the role within safeguarding.		- Application Form - Letter of Application - References - Selection Process

References:

Any relevant issues arising from references will be taken up at interview.

DBS and pre-occupational health:

The North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applications with disabilities will be granted an interview if the essential job criteria are met.