



**North East  
Learning Trust**

**Exam Invigilators  
Rye Hills Academy**  
Applicant information pack

# Exam Invigilators

## March 2022

### Casual hours during examination periods

#### Salary Grade 1 SCP1-SCP3

#### £9.25-£9.62 per hour

Rye Hills Academy is a part of the North East Learning Trust and is seeking to appoint Exam Invigilators to join our dedicated team.

At Rye Hills Academy, we believe that every student can succeed with the right support and encouragement whilst developing their personal skills and talents in a purposeful learning environment. Our primary aim is for each young person to be both courageous and caring, resilient and determined as they strive for excellence.

Our vision is simple and is shared by all schools across the North East Learning Trust family. It is that every child experience excellence every day.

#### We are committed to:

- a vibrant learning community with enthusiastic and engaging students
- a positive and caring ethos
- an excellent learning environment and resources
- a team of hardworking, dedicated and friendly staff where everyone is valued
- a supportive and effective governing body.

#### We can offer:

- National Terms and Conditions of Employment (NJC Green Book)
- Local Government Pension Scheme
- Employee Assistance Programme providing free confidential advice and counselling service 24/7 365 days per year

#### The successful candidate will:

- be reliable, flexible and readily available during main exam periods
- have effective communication skills
- work well as part of a team
- be confident and have a reassuring presence to candidates in exam rooms
- be able to give instructions and manage situations involving different groups of students.

**Deadline:** Wednesday 16<sup>th</sup> February 2022

Interviews taking place week commencing Monday 28<sup>th</sup> February 2022

#### How to apply:

Application packs can be downloaded from the website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to [Anne.Marshall@ryehillsacademy.co.uk](mailto:Anne.Marshall@ryehillsacademy.co.uk) or by post to Anne Marshall, Rye Hills Academy, Redcar Lane, Redcar, TS10 2HN

# Job description

<b>Post title:</b>	Exam Invigilators
<b>Responsible to:</b>	Exam Manager
<b>Responsible for:</b>	Supporting the Exams Manager during Examination Periods
<b>Salary Band:</b>	Grade 1, SCP1-SCP1 £9.25-£9.62 per hour

## Job Purpose:

To work under the direct instruction of the Examinations Manager to ensure the fair and proper conduct of examinations in an environment that enables students to perform to their best ability.

## Duties and Responsibilities:

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Rye Hills School regulations and instructions
- To have a key role in upholding the integrity and security of the examination/assessment process

## Before Exams

- Report to and be briefed by the Examinations Manager prior to each exam session
- Keep confidential exam question papers and materials secure before, during and after exam
- 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
- Keep disruption in exam rooms to a minimum and report any instances to the Exams Manager
- 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 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 Examinations Manager

## Other tasks

- Undertake training, update and review sessions as required (prior to invigilating any exam in a new academic year)
- Undertake relevant online invigilator training and assessment for that academic year
- 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'

## General

- Experience of invigilation is not required as training in the role and duties of an invigilator will be provided
- 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

**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.**

## Health and Safety:

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

## Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately

## Person specification

	Essential	Desirable
Education/training	<ul style="list-style-type: none"> <li>A good standard of general educations, in particular for English and Maths</li> </ul>	
Experience		<ul style="list-style-type: none"> <li>Previous experience of exam invigilation</li> <li>Previous experience of working in an educational establishment</li> </ul>
Apititude and skills	<ul style="list-style-type: none"> <li>Be a confident and reassuring presence to candidates in the exam room</li> <li>Have effective verbal and written communication skills</li> <li>Ability to be calm under pressure and in unexpected circumstances</li> <li>Ability to follow instructions and regulations fairly</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of examination procedures</li> <li>Be able to maintain an air of authority</li> <li>Be confident with ICT</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>Ability to work flexibly</li> <li>Be reliable, punctual and dependable</li> <li>Ability to work as part of a team or 1:1 with students</li> <li>Good attention to detail</li> <li>Be vigilant</li> </ul>	

### References:

References will be requested prior to interview, except for non-teaching roles, where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

### DBS:

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.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

**Pre-occupational health:**

Pre-occupational health check is an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

**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.

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