



**North East  
Learning Trust**

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

# Examination Invigilator

## Required As Soon As Possible

### Grade 1 SCP3

£11.79 per hour

### Casual hours during Examination Periods

Rye Hills Academy is part of the North East Learning Trust and we are seeking to appoint an Exam Invigilator to join our dedicated and friendly team.

This appointment will be based at Rye Hills Academy where we have an exciting opportunity for you to join a school that has been on a journey of rapid improvement.

Rye Hills Academy is a mixed 11-16 comprehensive school with over 800 students from Redcar and the surrounding areas.

Our vision is simple and shared by all schools in the Trust, is that every child experiences 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
- Local Government Pension (for support staff) Scheme
- Lifestyle Savings including gym discount and range of discounts from top retail brands
- A comprehensive Employee Assistance Programme providing free confidential advice and a 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 and good interpersonal skills
- Work well as part of a team
- Be proactive and self-motivated.
- Have a flexible approach to work

#### How to apply:

Application packs can be downloaded from our website.

Application forms should be returned to [Claire.thornton@ryehillsacademy.co.uk](mailto:Claire.thornton@ryehillsacademy.co.uk) or by post to Claire Thornton, Support Service Manager, Rye Hills Academy. You can, if you wish, submit a covering letter to support your application; please do not submit a CV unless it is to complement your application form.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment. All posts will be subject to receipt of satisfactory enhanced DBS disclosure, medical and reference checks. All pre-

employment checks are in line with "Keeping Children Safe in Education" and the Trust's Safeguarding Policy which is available on our website.

# Job description

<b>Post title:</b>	<b>Exam Invigilator</b>
<b>Responsible to:</b>	<b>Exams and Data Manager</b>
<b>Responsible for:</b>	<b>To ensure the fair and proper conduct of examinations</b>
<b>Salary Band:</b>	<b>Grade 1, SCP 3</b>

## Job Purpose:

To work under the direct instruction of the Data/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 Academy 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 exams manager 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
- 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

## During 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 manager
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## Other tasks

- 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 Requirements:

- 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

## General

**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

## Exam Invigilator

	Essential	Desirable
Education/training	<ul style="list-style-type: none"> <li>○ A good standard of general education, in particular for English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>●</li> </ul>
Experience	<ul style="list-style-type: none"> <li>○ Effective communication skills.</li> <li>○ Ability to follow instructions and regulations fairly.</li> </ul>	<ul style="list-style-type: none"> <li>○ Previous experience of exam invigilation.</li> <li>○ Previous experience of working in an educational establishment or working with teenagers.</li> </ul>
Aptitude 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 use initiative.</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 Information Computer Technology.</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>○ A desire to do things to the best of your ability.</li> <li>○ Ability to pay 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 checks are 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.

