



**QEGSMAT**

## **Examination Invigilator**

### **City of Derby Academy**

**(Relief)**

QEGSMAT are seeking to appoint an Examination Invigilator on a relief basis to provide support during the examination process at City of Derby Academy.

The City of Derby Academy is a proud member of QEGSMAT. The Trust's values are for students to 'Question, Explore; Give; and Succeed'. Our exceptional staff, strong leadership, motivated children, as well as excellent facilities, provide the successful formula for this.

We offer candidates:

- Support, mentoring and professional development appropriate to the post.
- A forward looking, hardworking and enthusiastic team of staff with the desire and skills to improve outcomes.
- A location which has excellent transport and enjoys state of the art resources.

We are committed to the protection of children and vulnerable adults. Appointment is subject to a clear DBS check to an enhanced level.

If you would like to apply for this position please visit [www.qegsmat.com](http://www.qegsmat.com) where you will also find the job description and application form. Alternately, you can contact us at [hr@qegsmat.com](mailto:hr@qegsmat.com)

Please email all completed application forms to [hr@qegsmat.com](mailto:hr@qegsmat.com).

**Closing date for applications:** Friday 22<sup>nd</sup> February 2019

**Interview date:** Week commencing 25<sup>th</sup> February 2019

**Salary:** Scale 2, Point 13 £17,391 FTE

**Start date:** To be discussed



## Job Description

### Examination Invigilator

<b>Post title:</b>	Examinations Invigilator (relief- as required)
<b>Reporting to:</b>	Examinations Officer
<b>Scale:</b>	Support Staff Pay Scales Point 2, SCP 13
<b>Responsible for:</b>	Ensuring that examination conditions are maintained during examinations to Joint Council for Qualifications (JCQ) and Examination Board standards

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#### Main Duties:

- Assist with the arrangement and distribution of examination materials in the examination room
- Ensure that students are seated correctly during examinations
- Complete examination attendance sheets accurately
- Read examination instructions to candidates before examinations begin
- Be responsible for the security of examination papers/scripts outside of the Examinations Office
- Provide advice and information to candidates as required in accordance with JCQ guidelines
- Be aware of candidates in the examination room who may need Access Arrangements, and those candidates who sit the examination elsewhere in the school
- Be aware of JCQ definitions of malpractice, be vigilant towards any such behaviour during examinations and report instances of malpractice to the Examinations Officer
- Report to the Examinations Officer any incidences of malpractice by candidates and a willingness to be involved in the malpractice process
- Eliminate noise outside the examination room as far as possible
- Provide guidance to candidates in the event of evacuation of the premises
- Check that student details are correctly completed on examination materials at the end of each examination
- Collect examination scripts and papers at the end of each examination
- Assist Examination Board officials in their inspections
- Attend training sessions for invigilators in school as required
- Complete any other required duties at the discretion of the Examinations Officer



## City of Derby Academy PERSON SPECIFICATION

	Essential	Desirable	Evidence
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good standard of Education</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of invigilation</li> <li>• Experience of working in an education environment</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Certificates</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Effective oral/written communication skills</li> <li>• Numeracy</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of the examination process</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Selection process</li> <li>• References</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Good interpersonal skills</li> <li>• Professional approach to work</li> <li>• Accuracy and attention to detail</li> <li>• Ability to work under pressure and to deadlines</li> <li>• Ability to make decisions</li> <li>• Discretion/confidentiality</li> <li>• Reliability</li> </ul>		<ul style="list-style-type: none"> <li>• Application form</li> <li>• Selection process</li> <li>• References</li> </ul>