



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 where you will also find the job description and application form. Alternately, you can contact us at hr@qegsmat.com

Please email all completed application forms to hr@qegsmat.com.

Closing date for applications: 11th October 2019

Interview date: Week commencing 21st October 2019

Salary: Scale 2, Point 4 £18,426 FTE

Start date: To be discussed



Job Description

Examination Invigilator

Post title:	Examinations Invigilator (relief- as required)
Reporting to:	Examinations Officer
Scale:	Support Staff Pay Scales Point 2, SCP 4
Responsible for:	Ensuring that examination conditions are maintained during examinations to Joint Council for Qualifications (JCQ) and Examination Board standards

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