



Exam Invigilator

**Chellaston Academy
Relief
£18,933 FTE (£9.84 per hour)**

QEGSMAT is seeking to appoint a sessional Invigilator at Chellaston Academy. Applicants must be fully available during the exam seasons during March, May & June, October, November 2022. Some part time availability can be discussed.

Chellaston Academy is on an exciting journey and we are seeking talented candidates that mirror our values and standards to join us. Our ways of working ensure that our young people are at the heart of all decisions that we make; whilst we take academic achievement seriously, we also consider educating the whole person to be vitally important.

Our teams are pivotal to this and we are committed to investing in our staff to ensure that they are engaged, involved and able to contribute fully. Our core values of integrity, care and excellence run through all of our work and we embrace these together.

The application process:

Further details about our school can be found on our website: www.chellaston.derby.sch.uk.

QEGSMAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to an Enhanced DBS check. Further information about our commitment to

Safeguarding can be found - <https://www.qegsmat.com/documents/safeguarding>.

To apply for this position please visit www.qegsmat.com where you can apply via TES. Alternately, you can contact us at hr@qegsmat.com.

Closing Date: 4th February 2022

Provisional Interview Date: 11th February 2022

Salary: Full time equivalent of £18,933 (£9.84 per hour)

Potential Start Date: 28th February 2022



JOB DESCRIPTION

Post title:	Examinations Invigilator (sessional)
Reporting to:	Exams Officer
Scale:	Full time equivalent of £18,933 (£9.84 per hour)
Responsible for:	Ensuring that examination conditions are maintained during examinations to Joint Council for Qualifications (JCQ) and Examination Board standards

DUTIES AND RESPONSIBILITIES

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 (Lead Invigilator)
- 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



Chellaston 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

Print Name _____

Signature _____

Date _____