**Exams Invigilator**

At Ark Elvin Academy we are working hard to provide all our pupils with an excellent education and are looking for committed teachers and support staff to join us at this exciting stage in our school improvement journey. Our team of enthusiastic, high expectations staff have transformed our school and we are just as excited about the next step in our school improvement journey as we work together to deliver the outstanding education our community need and deserve. We are deeply committed to our mission:

*“To ensure that every pupil leaves Elvin confident, articulate, and culturally aware; able to pursue careers they are passionate about, contribute to society and live happy, healthy and fulfilled lives.”*

We are seeking to appoint exams invigilators. You will need to; -

* Have strong communication skills both with adults and students
* Have the ability to work to a high degree of accuracy, integrity and confidentiality
* Be highly organised with excellent time management skills and the ability to prioritise workload
* Have genuine passion and a belief in the potential of every pupil
* Be committed to Ark’s Elvin ethos of high expectations.

The deadline for applications is 10th December 2021.

Ifyou have any questions, please contact Chantel Mutongole by email [c.mutongole@arkelvinacademy.org](mailto:c.mutongole@arkelvinacademy.org)

**Closing Date:** 10th December

**Location:**  Week beginning 13th December 2021

**Hours:** Casual as and when required

**Start Date:** January 2022

**Salary:**  £11.50 per hour

*Ark is committed to safeguarding children; successful candidates will be subject to an enhanced DBS check.*

**Job Description**

**Reports to:** Exams officer

**Start date**: January 2022

**The Role**

* To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Ark Elvin Academy instructions.

**Invigilator job description template**

**Delete this text box when the information contained here is understood**

This template is provided as an example **only**. Centres vary in how they recruit and what experience and duties they expect from invigilators. Points listed in this template are suggestions only, however *Invigilation arrangements* in JCQ [ICE](http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations) should be understood.

**Customise** this template for use in your centre by:

* deleting information that is not relevant
* amending/adding information that may not be included here that is relevant

*The invigilator is the person in the examination room responsible for conducting a particular examination session in the presence of the candidates.* ***Invigilators have a key role in upholding the integrity of the external examination/assessment process.***

*The role of the invigilator is to ensure that the examination is conducted according to these instructions in order to:*

*• ensure all candidates have an equal opportunity to demonstrate their abilities;*

*• ensure the security of the examination before, during and after the examination;*

*• prevent possible candidate malpractice;*

*• prevent possible administrative failures.*

[Taken from JCQ [ICE](http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations) 2016/17 *chapter 6*]

* To play a key role in upholding the integrity of the examination process.

**Key responsibilities**

Before exams:

* To report to and be briefed by the exams officer prior to each exam session
* To support the exams officer in keeping exam papers and materials secure before, during and after exams
* To support the exams officer in ensuring exam rooms are set out according to the instructions
* To admit candidates into exam rooms
* To support the exams officer in identifying, seating, and instructing candidates in the conduct of their exams
* To distribute the correct exam papers and materials to candidates
* To deal with candidate queries.

During exams:

* To supervise candidates at all times and be vigilant throughout exams
* To keep disruption in exam rooms to a minimum
* To deal with emergencies or irregularities effectively
* To record/report any disruption or irregularities
* To complete attendance registers
* To deal with candidate queries.

After exams:

* To support the exams officer in collecting exam scripts
* To dismiss candidates from the exam room
* To check candidates’ names on scripts, match the details on the attendance register
* To securely return all exam scripts and exam materials to the exams officer

**Other**

* To attend training, refresher or review sessions as required
* To undertake, where required and where able, other duties requested by the exams officer, for example:
  + supervision of clash candidates between exam sessions
  + facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
  + exams-related administrative tasks.

**Person Specification**

**Qualification Criteria**

* Right to work in UK
* Mathematics and English GCSE or equivalent at Grade C or above.

**Knowledge and Experience**

* Experience is not required, as training will be provided, although applicants will be asked to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them.

**Personal characteristics**

* An ideal candidate will:
  + be flexible
  + have effective communication skills
  + be confident and a reassuring presence to candidates in exam rooms
* self-motivated and able to work under on own initiative
* genuine passion and a belief in the potential of every pupil.

**Specific Skills**

* numerate and analytical with a high level of accuracy and attention to detail
* Excellent written and oral communication skills, with the ability to communicate tactfully and effectively with people at varying levels.

**Other**

* Commitment to the safeguarding and welfare of all pupils.

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies.  In order to meet this responsibility, we follow a rigorous selection process. This process is outlined* [*here*](http://arkonline.org/sites/default/files/Ark_safe_recruitment.pdf)*, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*