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**Exams Invigilator**

**Exciting opportunity to work at Ark John Keats Academy in Enfield, London.**

Ark John Keats Academy provides pupils from Nursery to Sixth Form with a world class standard of education. Our approach is underpinned by our six pillars – A Mastery Curriculum, High Quality Teaching, Strong Discipline, Character Development, Raising Aspirations & Enrichment and Developing Education Leaders.

We wish to appoint a capable Invigilator to participate in conducting internal examinations for pupils, during our exam periods and ensuring that all JCQ regulatory requirements for the conduct of examinations are strictly adhered to.

Each academic year we require a team of responsible people to invigilate our examinations, during the months of February, May and June exam periods. You will play a pivotal role in a committed team and make a real impact on the outcomes of our students.

**The ideal candidate will:**

* demonstrate accuracy and attention to detail
* be able to act on their own initiative
* have good written and verbal skills.

Ark is one of the UK's most successful school groups with a network of schools in 4 locations across the country alone, it is an international charity transforming lives through education.

Visit <http://arkjohnkeats.org/> for more information on the school.

To apply please click [here](https://arkcareers.engageats.co.uk/Vacancies/W/6389/0/213115/19521/exams-invigilator) and submit your application by 8am Monday 16th December 2019**.** For further information, a confidential discussion about this role please contact Naleni Naidoo on [n.naidoo@arkjohnkeatsacademy.org](mailto:n.naidoo@arkjohnkeatsacademy.org). For any technical queries/ questions about completing the application, please contact Mitra Samsami on [m.samsami@arkjohnkeatsacademy.org](mailto:m.samsami@arkjohnkeatsacademy.org)

**Start date:** Monday 25th February for two weeks, with 2 days training before exams.

**Closing date:** 8am Monday 16th December 2019

**Salary:** £10.71 per hour

*Ark is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check.*

**Job Description: Invigilator**

**Reports to:** Exams Officer

**Salary:** £10.71 per hour

**Hours:** Casual contract; hours will be variable dependent on need

**The Role**

To participate in conducting external examinations for pupils, ensuring that all JCQ regulatory requirements for the conduct of examinations are strictly adhered to.

**Key responsibilities**

* To check the examination room prior to the arrival of candidates to ensure that:
* heating, lighting, ventilation and levels of extraneous noise are acceptable
* no display materials that might be helpful to candidates are visible
* a reliable clock of readable size is visible to each candidate
* the Warning to Candidates is displayed both inside and outside the examination room
* the Notice to Candidates is displayed in a public place outside the examination room
* the seating arrangements prevent candidates from overseeing the work of others
* To ensure that a signed record is kept of the seating and invigilation arrangements
* To carry out checks on the identity of candidates on their arrival
* To take all reasonable steps to ensure that:
* only the official examination stationery is used by candidates
* candidates take into the examination room only those articles, instruments or materials which are expressly permitted
* candidates have all the necessary material to enable them to complete the examination
* To open the packet of examination papers and issue the papers to candidates
* To give clear instructions to candidates
* To supervise the candidates throughout the whole time the examination is in progress, and give complete attention at all times to this duty
* To complete the Attendance, Register during the examination, in accordance with the instructions of the Awarding Body
* To know the actions to be taken in the event of an emergency such as a fire alarm or bomb alert
* At the end of the examination, to collect all scripts and ensure that candidates have used their correct Centre and candidate numbers
* After collation, to ensure scripts and unused stationery are handed to the person responsible
* To ensure that the room is left in a tidy condition.

**Other**

* Carry out other reasonable duties as directed by Line Manager/SLT

**Person Specification: Invigilator**

**Qualification Criteria**

* Right to work in UK
* First Aid qualification desirable.

**Knowledge and Experience**

* Ability to demonstrate accuracy and attention to detail
* Ability to work effectively and supportively as a member of the team
* Good written and oral skills
* Ability to act on own initiative, dealing with any unexpected problems that arise
* Ability to demonstrate commitment to Equal Opportunities
* Experience of working in an educational setting (desirable)
* A sound knowledge of the school’s examination policy and procedure (desirable).

**Personal characteristics**

* Ability to demonstrate flexible approach
* Ability to offer reliability and punctuality
* Willingness to participate in further training and development opportunities offered by the school
* Ability to be firm but fair at all times
* Ability to demonstrate common sense and initiative
* Willingness to maintain confidentiality on all school matters

**Other**

* Commitment to equality of opportunity and the safeguarding and welfare of all students
* Willingness to undertake training
* This post is subject to an enhanced DBS disclosure.

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.