



Exam Invigilator

£11.60 to £13.00 per hour

Required for May 2019

Ark Walworth Academy is a thriving school in the heart of central London. We serve a vibrant, diverse community in Zone 2, with excellent access to all the city has to offer for students and staff alike.

We seek to appoint a number of Exam Invigilators for our forthcoming exam period, mainly during May to June, although invigilators may be called upon to assist at other times of the year. Each academic year we require a responsible team to play a pivotal role in the essential smooth running of the examination process. Our invigilators are part of a committed team and help make a positive impact on the outcomes of our students. All invigilators receive training to ensure that all JCQ regulatory requirements for the conduct of examinations are strictly adhered to.

Our staff are:

- Committed, enthusiastic practitioners seeking to support excellent progress for our students
- Educators who aspire to the highest standards of behaviour, academic success, and wellbeing for all in our community
- Resilient, reflective and thoughtful professionals, seeking to develop themselves with us

In return, we offer:

- An externally recognised progression route with the support of a nationally recognised network
- Dedicated Network Leads for subjects and areas, providing cutting-edge training and development opportunities
- A fully accessible, well resourced, multi-million pound building in which to practice
- A school community with a genuine family ethos, investing in staff wellbeing with sports and events
- Varied routes into teaching and industry-recognised professional qualifications (ATT, PGCE, TeachFirst, NowTeach, NPQML, NPQSL, BA and Masters programmes)
- A comprehensive support and induction programme for all staff including *accommodation in zone 2 available for NQTs and trainees.*
- A dedicated Employee Assistance and benefits package from Ark

Further details about the post and how to apply can be found on our website www.walworthacademy.org. Visits to the school are warmly welcomed.

Interviews and shortlisting will take place as applications are received.

We look forward to receiving your application





Ark Walworth Academy

Exam Invigilator

Reporting to: Examinations Officer

Start date: May 2019

Salary: £11.60 to £13.00 per hour

Contract: Casual Employment

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



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- 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



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Person Specification: Exam 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)

Behaviours

- 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 check

This job description is reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.



Ark Walworth Academy

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](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.

Ark Schools is committed to eliminating discrimination and encouraging diversity amongst our employees. We endeavor to build a workforce that will be truly representative of all sections of society and that each employee feels respected and able to give their best. To that end we are committed to provide equality and fairness for all in our recruitment and employment practices and not to discriminate on grounds of age, disability, gender reassignment, marriage/civil partnership status, pregnancy and maternity, race, religion or belief, sex, or sexual orientation. We oppose all forms of unlawful and unfair discrimination. The appointment and recruitment procedure must always be applied fairly and in accordance with employment law and the Ark Schools Equal Opportunities Policy

Please note: Ark Walworth Academy is committed to the safety and protection of its students. Walworth is a non-smoking environment.

September 2018