

**Exams Invigilators
A Bolder Future Awaits**

***Temporary/ Casual Contract
£13.15 per hour inclusive***

We are looking for exam invigilators to oversee internal and external exams for a secondary school based in Isleworth, West London

The role

You will ensure that exams take place in an orderly and calm manner and that exams regulations are followed to ensure that there is no student malpractice during the exam.

Key tasks will involve:

- setting up the exam room before hand
- recording the attendance of students
- ensuring the exam guidelines are adhered to
- collecting and clearing away the exam room after reach period.

Exam invigilators may also be required to:

- assist with special arrangements to meet some students' needs (for example acting as a scribe or reader).

You should enjoy working with young people.

The ideal candidate

We are looking for positive, motivated individuals who:

- Have a patient, calm and firm approach with students;
- The ability to be flexible and adaptable
- Have excellent time management skills
- Have an appropriate DBS certificates (this will be set up by the school).
- Previous experience working as an Exam invigilator or working in a school environment will be an advantage however, training will be provided to all successful applicants

Closing date: This is currently an open post. Please complete the Exam Invigilator Application form downloadable from the Vacancies Page of our website.

For further information about the school and details of how to apply, please go to the vacancies page on the website www.bolderacademy.co.uk or email vacancies@bolderacademy.co.uk

Bolder is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undertake online safeguarding training and all positions are subject to an Enhanced Disclosure and Barring check from the Disclosure and Barring Service (DBS). Two references will be sought for every candidate that is called for interview. Bolder is an Equal Opportunities Employer.



Recruitment Pack

The Bolder Way and You

Bolder Academy is an exceptional place to work. We know that by joining the team a Bolder future truly awaits you.

Supporting our staff in creating a different kind of education and providing brilliant administration for our staff and students requires a certain type of employee.

Our vision is one of excellence and ambition which is founded on a bedrock of strong moral purpose. We are dedicated to creating optimism, openness and brilliance.

Details of the job description and the job specification are attached. It is important that you address the points in the job specification in your application form.

Further information about the Academy can be found on our website www.bolderacademy.co.uk

To apply, please complete the application form and email it to: vacancies@bolderacademy.co.uk

If you do have any questions or you would like a Word.doc copy of the application, please email Lorraine Rice, H.R. Manager, on vacancies@bolderacademy.co.uk

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Timeframe for Recruitment

Closing date for applications	This an open post and recruitment is possible throughout the year.
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JOB DESCRIPTION

Exams Invigilator

Core role:	To oversee and supervise examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions.
Reports to:	Exams Officer
Hours:	Hourly rate to be paid for exam sessions in November, February and May to June – to be agreed in advance

DUTIES AND RESPONSIBILITIES:

- To assist in the setting up of examination rooms
- To ensure all candidates receive appropriate examination question papers and answer paper
- To be aware of any needs that candidates may have during an examination
- To ensure answer scripts are collected in candidate number order and are supervised as required until they are delivered to the registry
- To ensure candidates obey the regulations of an examination room as laid out in the examination guidelines
- To assist with Access Arrangements for SEND students where appropriate
- To maintain security and confidentiality
- To record attendance on the official examination registers
- To ensure no inappropriate items are brought into the examination hall, such as mobile phones, watches, ear phones, revision notes or other paperwork unless told otherwise
- Ensure all candidates are aware of the pre-exam start information and of any erratum notice that may affect them
- To ensure there is no talking or disruption for the candidates once an examination has begun
- To ensure all candidates are seated before opening the question papers
- To ensure that invigilators DO NOT help candidates in any way with the question paper
- To sign the centre's confidentiality declaration
- To assist in the invigilation of Access Arrangement candidates
- To assist in other activities as may reasonably be requested by the centre from time to time

Person specification: Exam Invigilator				
		Essential	Desirable	Evidence
Qualifications:				
1	Good communication skills	X		A,I
2	St John's Ambulance First Aid or equivalent or prepared to undertake training.		X	A,I
3	Educated to GCSE or above	X		A
Experience:				
4	Experience of with children or young people, in an educational setting		X	A, I
5	Experience of working under a pressurized environment with competing deadlines.		X	A, I
6	Experience of exams invigilation		X	A, I, R
Vision and Strategy:				
7	Vision aligned with Bolder of high aspirations and high expectations of self and others.	X		I
Behaviours, Skills and Abilities:				
8	Excellent listening, communication skills	X		I
9	Strong organisational and time-management skills and ability to work under pressure.	X		I,R
10	Resilience and optimism to lead through day-to-day challenges in a busy school environment.	X		I
11	High levels of honesty and integrity, confidence	X		I,R
12	Discreet, calm and able to resolve conflict	X		I,R
13	The ability to work collaboratively within a team	X		I,R
14	Approachable with a good sense of humour	x		I
Other:				
15	Must be committed to safeguarding the welfare of children.	X		I
16	Understanding that this post is subject to barring checks and an enhanced DB.	X		A, I, R
17	Eligible to work in the UK	X		A,R
18	Flexible and Adaptable to working sessions during exams season	X		I

Key to Evidence: A = Application I = Interview R = References