

# EXAM INVIGILATOR - CASUAL RECRUITMENT PACK





Thank you for your interest in a career with The Futures Trust. We hope that this recruitment pack provides you with all the information you need to start your journey with us.

The Futures Trust is a growing Trust with four primary schools and five secondary schools located in Coventry, Warwickshire and Leicestershire. We have 8,000 pupils in our schools and over 1,000 colleagues work for the Trust supporting our school community.

The Trust is committed to building brighter futures for everyone. This commitment is underpinned by 3 clear values:

### **1. Students first**

Teachers and leaders totally focused upon the educational benefit of our students.

### **2. It's about learning**

Students, teachers and leaders focused upon developing and improving their learning.

### **3. No barriers**

No excuses, only support to ensure student, teachers and leaders maximise their achievement.

It is an exciting time to join the Trust. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn and grow.

If you join The Futures Trust team, you will be part of a professional learning community totally focussed upon learning and dedicated to ensuring learners achieve their potential and build their own bright future. We look forward to hearing from you.





President Kennedy School is an outstanding school that is committed to Building Brighter Futures for all of its students.

A crucial part of Building Brighter Futures is providing a high-quality educational experience delivered through an academic curriculum and an exceptional programme of enriching experiences. We are looking to expand our team of dedicated professionals who excel in their field.

*Sam Rooke, Headteacher*

<b>JOB TITLE:</b>	<b>EXAM INVIGILATOR - CASUAL</b>
<b>OPPORTUNITY:</b>	<p>This is an exciting time to join The Futures Trust. We are seeking to appoint an Exam Invigilator 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.</p> <p>You will have a flexible and supportive approach to work and be a positive role model to pupils.</p>
<b>REPORTING TO:</b>	Exams Officer
<b>LOCATION:</b>	Based at President Kennedy School with possible requirement to travel to work at or for schools in the Trust
<b>SALARY/HOURS:</b>	£11.71 per hour Casual working pattern
<b>BENEFITS:</b>	<ul style="list-style-type: none"><li>• Competitive rates of pay</li><li>• Extensive professional development opportunities across the Trust</li><li>• Career pathways across the Trust</li><li>• Teacher/Local Authority Pension Schemes</li><li>• Online retail discount</li><li>• Employee Assistance Programme</li><li>• Family Friendly policies to support family &amp; carer commitments</li><li>• Flexible Working Arrangements</li></ul>

## JOB DESCRIPTION



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.

### Duties and responsibilities

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ) awarding body and schools within The Futures Trust
- To ensure candidates obey the regulations of an examination room in accordance with JCQ
- To play a key role in upholding the integrity of the examination/assessment process
- To maintain security and confidentiality
- Assist with the packaging of examination papers, stationery (sometimes heavy) and equipment prior to the examination and the delivery to and from venues as appropriate
- To assist in the setting up of examination rooms
- To ensure all candidates receive the correct examination question papers
- To be aware of any specific needs that candidates may have during an examination
- Facilitate access arrangements for candidates, for example as a reader, scribe, prompt etc. (full training will be provided)
- To start and lead the examination
- To record attendance on the official examination registers
- To record details of late arrivals
- To ensure no inappropriate items are brought into the examination hall, such as mobile 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 record any incidents that happen in the exam room incident register, and also report to the examinations office
- To ensure there is no talking or disruption for the candidates once in the examination room
- To ensure answer scripts are collected in candidate number order and are supervised as required until they are delivered to exams officer/assistant
- Escort candidates between venues during the examination as required
- To supervise clash candidates between exam sessions

- Know how to deal with emergencies in examination conditions, including evacuation routes from the building
- Keep an unobtrusive yet watchful presence over the exam, by moving quietly around the room
- Exam related administrative tasks
- To assist in other activities as may reasonably be requested by the Centre from time to time
- To attend meetings, training, refresher or review sessions as required

### **Line management**

There is no line management in this role.

### **Professional Development**

- Maintain personal professional development to ensure that the knowledge and skills required to fulfill the role of exam invigilator are up to date.
- Be a professional role model, and understand and promote the aims of the School and the values of the Trust.

## PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria	Measured By
Education and Qualifications	<ul style="list-style-type: none"> <li>• GCSE C grade or higher (or equivalent) in English &amp; Maths</li> </ul>		Application form Certificates
Skills and Abilities	<ul style="list-style-type: none"> <li>• Able to follow the school's safeguarding procedures and recognise when to report any concerns</li> <li>• Ability to lead an exam when necessary</li> <li>• Accuracy and attention to detail</li> <li>• Flexible approach to work</li> <li>• Ability to communicate with candidates and members of staff clearly and accurately</li> <li>• Ability to work to predetermined instructions</li> <li>• Common sense and initiative</li> <li>• Effective oral and written communication skills</li> <li>• Ability to work as part of a team and independently as necessary</li> <li>• Ability to be firm but fair at all times.</li> <li>• Ability to follow recognised procedures and policies</li> <li>• Ability to remain positive and enthusiastic when working under pressure</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to relate to candidates yet maintain an air of authority</li> <li>• Ability to relate to teachers, other professionals, parents and students</li> <li>• Be confident and a reassuring presence to candidates in the exam room</li> <li>• Commitment to school improvement and raising achievement for all students</li> </ul>	Application form Interview
Skills and Abilities (continued)	<ul style="list-style-type: none"> <li>• Good organisation, time management, communication and interpersonal skills</li> <li>• Be tactful, discreet and understands confidentiality</li> <li>• Must be able to stand still for long periods of time</li> </ul>		
Experience	<ul style="list-style-type: none"> <li>• Experience of working with young people</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in administration</li> <li>• Experience of working in an educational setting</li> </ul>	Application form

<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>• An understanding of safeguarding and child protection</li> </ul>	<ul style="list-style-type: none"> <li>• UK qualifications structure</li> <li>• Joint Council for Qualifications Examination Regulation</li> </ul>	Application form Interview
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• A professional role model who is committed to their own professional development and to developing others</li> <li>• Committed to and able to promote the aims of the school and the values of the Trust: Students First, It's about Learning, No Barriers.</li> <li>• Professional appearance and demeanour</li> <li>• Able to work calmly under pressure and withstand stress</li> <li>• Have access to email to be able to receive school communications and complete relevant training activity</li> <li>• Able to work flexibly, is reliable and to attend meetings and INSET days as required</li> </ul>		Interview

## HOW TO APPLY

CLOSING DATE:	On going
INTERVIEWS:	On going

If you wish to find out more about this role and a career within The Futures Trust please contact the Recruitment Team on tel: 02477 102134.

To apply for this post, please download an application form from [HERE](#) and return to [recruitmentadmin@thefuturestrust.org.uk](mailto:recruitmentadmin@thefuturestrust.org.uk)

On application please read the following policies found [HERE](#)

- President Kennedy Safeguarding & Child Protection Policy
- Safer Recruitment Policy
- Suitability Policy
- GDPR Privacy Notice for Applicants

The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment.  
The successful candidates for all positions will be subject to an enhanced DBS check and Social Media check.