



# WOOD GREEN ACADEMY

**A SPECIALIST COLLEGE OF SPORT, MATHS & COMPUTING**

## Examinations Invigilator Person Specification



### Contract Basis

- Part time, casual post dictated by the external examinations seasons (rota to be agreed with the Academy's Examinations Officer)
- WGA Band C SCP 5-9 + 13% (£9.74 – £10.54 per hour).

Responsible to: Examinations Officer, Supervising and Senior Examinations Invigilators.

| REQUIREMENT                                                                                                             | ESSENTIAL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | DESIRABLE                                                  |
|-------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| <b>QUALIFICATIONS</b><br>Principally assessed through letter and application form.                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Level 2 (GCSE Grade C+) qualifications in English & Maths. |
| <b>KNOWLEDGE, SKILLS and EXPERIENCE</b><br>Principally assessed through letter, application form and interview process. | Excellent organisational skills together with the ability to meet deadlines.<br><br>Excellent Interpersonal Skills.<br><br>Proven experience in a role which includes some of the skills outlined in this specification.<br><br>Experience of working with Secondary children.                                                                                                                                                                                                                                                                                                  | Knowledge of Health and Safety regulations.                |
| <b>COMMUNICATIONS</b><br>Principally assessed through letter and interview process.                                     | Have excellent communication skills.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                            |
| <b>PERSONAL ATTRIBUTES</b><br>Principally assessed through references, letter and interview process.                    | To be committed to safeguarding and promoting the welfare of children and young people.<br><br>Interpersonal skills that equip the appointee to relate effectively to members of staff and students.<br><br>Ability to work as a reliable member of the team.<br><br>Ability to work with Secondary children.<br><br>Ability to work under pressure, accurately and meet deadlines.<br><br>Good record of attendance and punctuality.<br><br>Be an effective role model through presentation and personal conduct.<br><br>Enthusiasm, energy, vigour, reliability and integrity |                                                            |
| <b>OTHER WORK REQUIREMENTS</b><br>Principally assessed through references and letter.                                   | A satisfactory enhanced CRB check.<br><br>Unreserved endorsement of your suitability to work with children.                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                            |



# **WOOD GREEN ACADEMY**

**A SPECIALIST COLLEGE OF SPORT, MATHS & COMPUTING**

## **Examinations Invigilator (casual)**

### **Job Description**



#### **Contract Basis**

- Part time, casual post dictated by the external examinations seasons (rota to be agreed with the Academy's Examinations Officer).
- WGA Band C SCP 5-9 + 13% (£9.74 to £10.54 per hour).

Responsible to: Examinations Officer, Supervising and Senior Examinations Invigilators.

#### **Job Summary**

- To ensure that the school's examinations are supervised in line with the requirements of the Joint Council Instructions for the Conduct of examinations.

#### **Specific Duties and Responsibilities**

- To liaise and with Senior Examination Invigilators as necessary.
- To assist with the collection of examination papers, materials and resources.
- To assist with the preparation of examination rooms.
- To provide appropriate information to pupils where it is requested or to direct inquiries to the Senior Examinations Officer / Invigilator.
- To assist with the seating and registering of pupils.
- To help deal with any late arrivals or irregular conduct during examinations.
- To inform the Supervising or Senior Examinations Invigilator of any problems that arise during examinations, (Within the scope of the instructions), and to deal with them if it is deemed appropriate.
- To supervise candidates during the whole time the examination is taking place.
- To assist with the collection of examination papers, materials and other resources.
- To liaise with pastoral and other staff as necessary.
- To be aware of the school's and Joint Council's emergency action and medical procedures.
- To inform the Senior Examinations Officer if any pupil needs to leave the examination room.
- To attend any training that is required to support the post holder in the execution of the duties set out in this job description.
- Such other duties as may be appropriate to achieve the objectives of the post or assist the school in the fulfilment of its objectives commensurate with the post holder's grade, abilities and aptitudes.



## **Documents Required at Interview**



Please bring the following items with you at interview

- Original copies of Qualification Certificates as highlighted in the Person Specification (if applicable)
- Eligibility to work in UK (if applicable)
- Proof of Identity (see below)

You must produce either:

- One document from Group 1 plus any two from Groups 1 or 2
- Five documents from Group 2

### **Group 1**

- Passport any nationality
- UK Birth Certificate issued within 12 months of date of birth – full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces.
- UK issued Driving Licence England/Wales/Scotland/Northern Ireland/Isle of Man; either photocard or paper. A photocard is only valid if the individual presents it with the counterpart licence
- EU National Identity Card EU countries only
- HM Forces ID Card (UK)
- UK Firearms Licence
- Adoption Certificate (UK)

**Group 2 documents stated overleaf**

# **Documents Required at Interview**

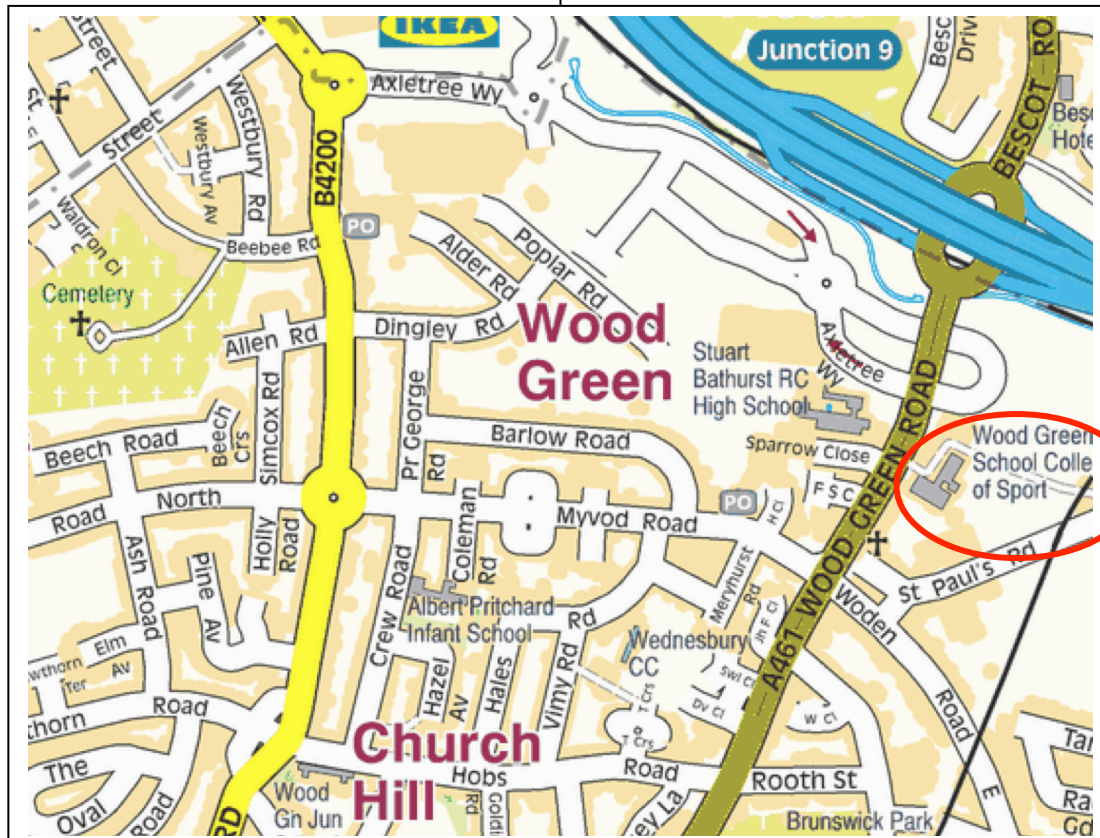
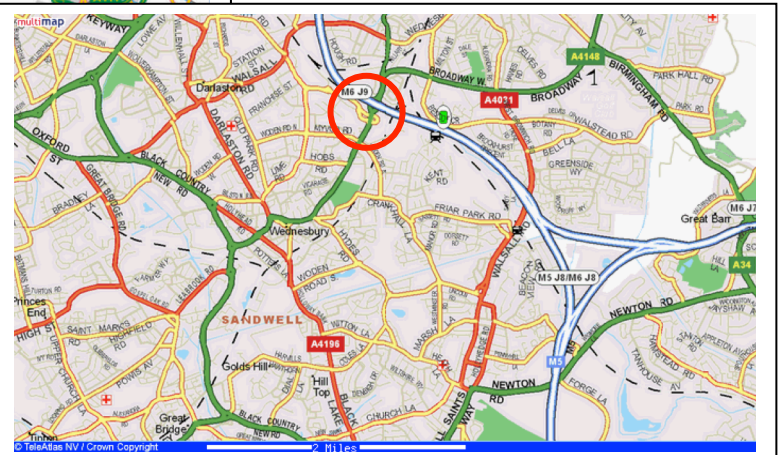
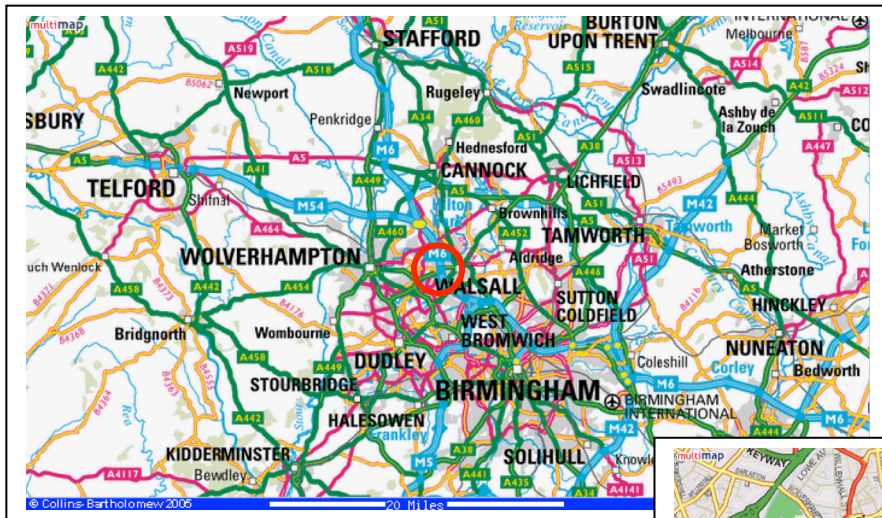
## **Group 2**

- Marriage/Civil Partnership Certificate
- Financial Statement\*\* e.g. pension, endowment, ISA
- Birth Certificate
- Vehicle Registration Document (Document V5 old style and V5C new style only)
- P45/P60 Statement (UK)\*\*
- Mail Order Catalogue Statement\*
- Bank/Building Society Statement\*
- Court Claim Form(UK)\*\* documentation issued by Court Services
- Utility Bill\* electricity, gas, water, telephone – inc. mobile phone contract/bill
- Exam Certificate e.g. GCSE, NVQ, O Levels, Degree
- TV Licence\*\*
- Addressed Payslip\*
- Credit Card Statement\*
- National Insurance Card (UK)
- Store Card Statement\*
- NHS Card (UK)
- Mortgage Statement\*\*
- Benefit Statement\* e.g. Child Allowance, Pension
- Insurance Certificate\*\*
- Certificate of British Nationality (UK)
- Council Tax Statement (UK)\*\*
- Work Permit/Visa (UK)\*\*
- A document from Central/Local Government/Government Agency/Local Authority giving entitlement (UK)\* eg. Department for Work and Pensions, the Employment Service, Customs & Revenue, Job Centre, Job Centre Plus and Social Security.
- Connexions Card (UK)
- CRB Disclosure Certificate\*\*

\* Documentation should be less than three months old.

\*\* Issued within past 12 months.

DIRECTIONS TO WOOD GREEN ACADEMY  
WOOD GREEN ROAD  
WEDNESBURY  
WS10 9QU



## **Information for Job Applicants - Safeguarding of Vulnerable Groups, including children**

**Please read this important information if the post for which you are applying is classed as Regulated Activity with regard to working or having contact with Vulnerable Groups, including Children.**

1. Exemption Orders to the Rehabilitation of Offenders Act 1974 permit us to ask you to tell us about all convictions or cautions on your application form. You are obliged to tell us.
2. Under the Disclosure & Barring Service Scheme, we will need to check that you are not barred from working or having contact with Vulnerable Groups, including Children (according to the post).

Currently we will discover this from an application by you for an Enhanced DBS check for Regulated Activity, which we will arrange for you.

3. If you are already barred from working with either Children or Vulnerable Groups, we cannot by law employ you for this post, and you will commit an offence by making an application.
4. If you are not barred, a criminal record will not automatically bar you from employment, but you may be required to attend a meeting with a Senior Officer of the Council to discuss the details of your record.
5. All information provided by you and the DBS Disclosure, will be kept secure and only made available to persons who need to view it for employment purposes. It will be destroyed after use. We have undertaken to comply with the DBS Code of Conduct relating to storage and security of all Disclosure information. A copy of our policy may be seen at our offices as below.

**Transform Sandwell, HR Services, PO Box 16709, 1 Providence Place, West Bromwich B70 1FT**

**HR Enquiry Desk: 0121 569 3300, or [recruitment\\_team@sandwell.gov.uk](mailto:recruitment_team@sandwell.gov.uk)**