



WOOD GREEN ACADEMY

A SPECIALIST COLLEGE OF SPORT, MATHS & COMPUTING
Supervising Examinations Invigilator
Job Description



Contract Basis

- Part time, casual post dictated by the external examinations seasons (rota to be agreed with the Academy's Examinations Officer).
- Pay based upon teaching salary

Responsible to: Examinations Officer.

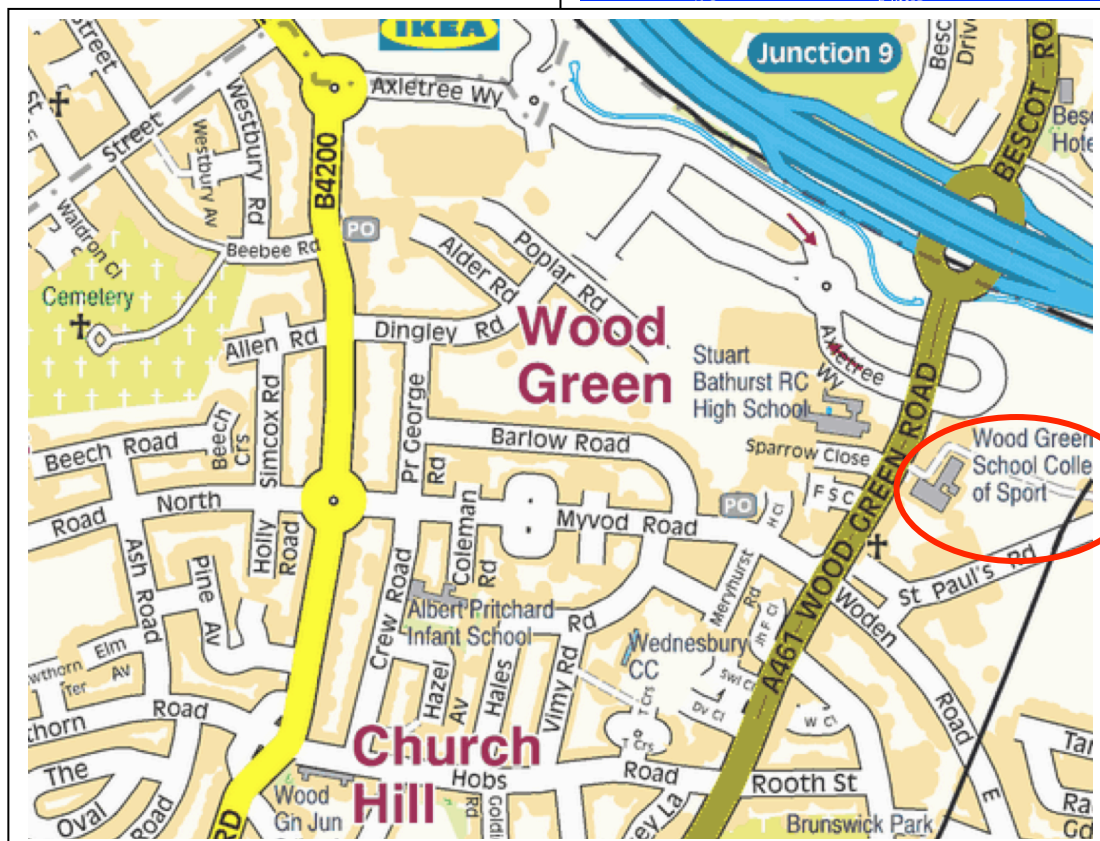
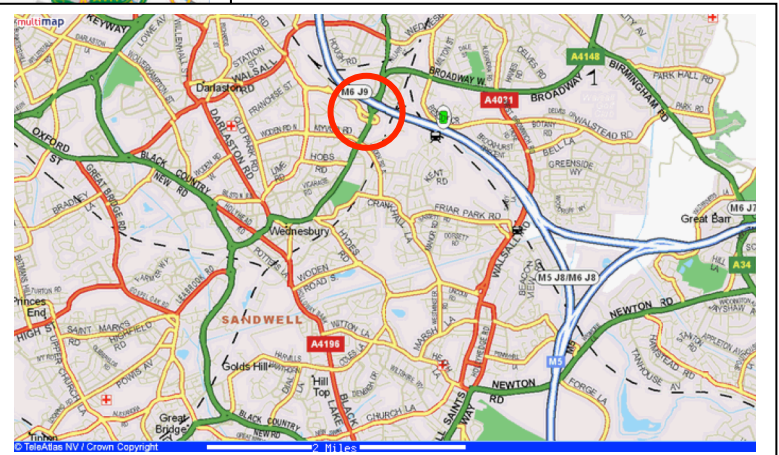
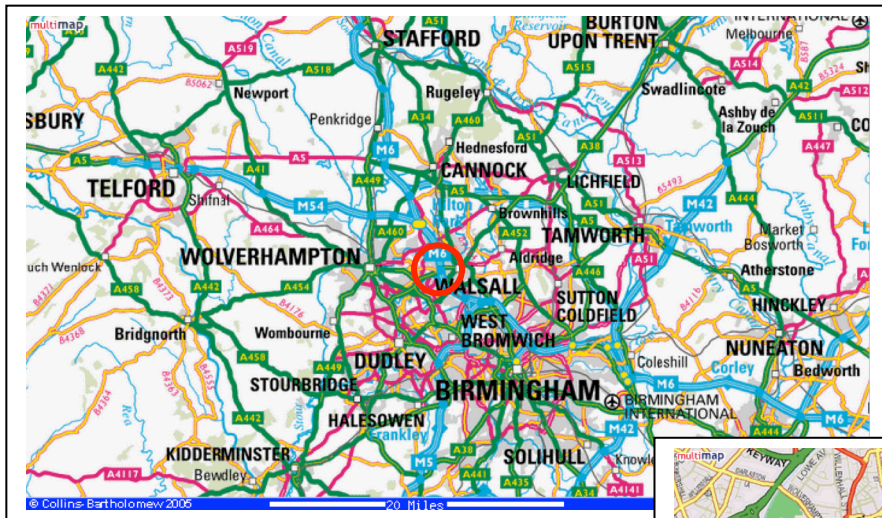
Job Summary

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

Specific Duties and Responsibilities

- To liaise with the Examinations Officer and to oversee Senior Invigilators and Exam Invigilators.
- To collect the appropriate number of examination papers, materials and resources.
- To prepare examination rooms liaising with the Site team and Examinations Officer as necessary.
- To ensure all invigilators present follow the JLQ and School Regulations for conducting examinations.
- To ensure pupils are provided with any information they need in order to complete the applicant details on the front of the exam paper.
- To seat and register pupils.
- To deal with any late arrivals or irregular conduct during examinations.
- To make sure that the Examinations Officer is informed of any pupils who are absent.
- To resolve any problems arising during examinations, (within the scope of the instructions).
- To ensure that pupils only leave the examination room in controlled circumstances detailed by the Joint Council.
- To start and end examinations.
- To supervise candidates during the whole time the examination is taking place.
- To return examination papers, materials and other resources to the Exams Officer.
- To liaise with pastoral and other staff as necessary.
- To give a verbal or written report, if it is requested, to the Exams Officer on the operation of specific examinations.
- To be aware of the school's and Joint Council's emergency action and medical procedures.
- To participate in any training considered essential for the purposes of this role.
- 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.

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



WOOD GREEN ACADEMY

A SPECIALIST COLLEGE OF SPORT, MATHS & COMPUTING
Supervising 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)

Responsible to: Examinations Officer.

REQUIREMENT	ESSENTIAL	DESIRABLE
QUALIFICATIONS Principally assessed through letter and application form.	QTS or equivalent teacher training qualification	
KNOWLEDGE, SKILLS and EXPERIENCE Principally assessed through letter, application form and interview process.	Experience of working in an educational context. Excellent organisational skills together with the ability to meet deadlines. Excellent Interpersonal Skills. Experience of working with Secondary children.	Previous experience of public examinations. Knowledge of Health and Safety regulations.
COMMUNICATIONS Principally assessed through letter and interview process.	Have excellent communication skills.	
PERSONAL ATTRIBUTES Principally assessed through references, letter and interview process.	To be committed to safeguarding and promoting the welfare of children and young people. Interpersonal skills that equip the appointee to relate effectively to members of staff and students. Ability to work as a reliable member of the team. Ability to work with Secondary children. Ability to work under pressure, accurately and meet deadlines. Good record of attendance and punctuality. Be an effective role model through presentation and personal conduct. Enthusiasm, energy, vigour, reliability and integrity	
OTHER WORK REQUIREMENTS Principally assessed through references and letter.	A satisfactory enhanced CRB check. Unreserved endorsement of your suitability to work with children.	