

Role	Exam Invigilator
Salary	£14.16 per hour
Required	As soon as possible
Contract	Permanent
Location	London Borough of Lewisham, London

Are you looking for a new challenge?

Are you looking for a job, which can fit around school working hours and holidays?

If yes, we would like to offer you the opportunity to work with us here at St Matthew Academy, a high performing Catholic school where pupils flourish both academically and socially. In October 2019, Ofsted confirmed SMA as a good school where all pupils, through their hard work and commitment, are able to 'let their light shine'. In Feb 2023, our CSI inspection stated '*The behaviour of pupils is exemplary in lessons and around the school, and strong and positive relationships are evident throughout the school.*' We are proud that our pupils are able to learn in a disruption free environment resulting in strong progress for all. We are now pursuing our mission to embed ourselves as a truly great school at the heart of the community we serve.

We are seeking enthusiastic and motivated individuals to work within our vibrant, Catholic, all-through school for boys and girls, situated on a modern site. Applications are sought from reliable, organised and calm individuals who are able to work flexible daytime hours. Previous experience would be an advantage but not essential as full training will be provided.

Main activities:

- To support the Exams officer in ensuring all internal assessments and external examinations are run with efficiently with the integrity and security required.
- Provide support to the examinations process in accordance with the Joint Council for Qualifications (JCQ) rules and regulations.
- Prepare the examination rooms prior to each exam session.
- Distribute papers, exam materials and stationery correctly.
- Ensure no communication or malpractice takes place, reporting any disruption/incidents.
- Maintain accurate records of pupils present for exams and other relevant administrative tasks related to the running of exams at the Academy
- Collect and collate exam papers ready to be posted in a timely manner

We offer:

- Fantastic pupils with enormous potential
- Staff who are supportive to each other and enjoy working collaboratively
- A modern building, in a delightful setting and excellent resources
- Excellent public transport and road links across London and Kent
- Fully equipped gym and fitness suite, Season Ticket Loan, Cycle-to-work scheme, Tech Scheme, Employee Assistace Programme
- A strong commitment to staff well-being

Our school motto is '*let your light shine*' and we ensure that we live this vision every day

We value the importance of diversity in our community and the significance of having staff that are representative of the children we teach. We particularly welcome applications from black and minority ethnic candidates as these groups are currently under represented within the Academy.

How to apply

For an application, pack please contact Becs Jones at hr@stmatthewacademy.co.uk

Closing date: Open

Interviews: Ongoing

For more information about the Academy, you can also visit www.stmatthewacademy.co.uk and our Twitter account <https://twitter.com.stMattAcad>

Job Description

Role: Exam Invigilator

Salary: Support, £14.16 per hour

Contract Type: Permanent, Term Time only

Working Hours: Variable

Reporting to: Examinations Officer

The main purpose of the job will be as follows:

The job revolves around providing the best possible conditions for pupils to undertake both internal assessments and external examinations whilst ensuring they are conducted within the national guidelines and regulations.

Successful candidate would be joining the Academy's invigilator team who are led by the Exams Officer. Invigilators work within the school on an ad hoc basis. Assessments and examinations are taken at various times during the academic year so the work can be seasonal and as such, there are no guaranteed hours. Working days and hours are flexible and the role requires invigilators to be reliable and punctual. The post requires DBS clearance.

Key Responsibilities

Before Exams

- Complete mandatory training as directed by the Exams Officer
- Report to and be briefed by the Exams Officer prior to each exam session.
- Keep confidential exam question papers and materials secure before, during and after exams
- Assist in checking and setting up the examination room
- Assist in admitting candidates into exam rooms under formal exam conditions
- Distribute the correct questions papers and exam materials to candidates as per instructions from the Examinations Officer Instruct candidates of their conduct of the exams
- Start examinations (where required) in accordance with JCQ regulations

During Exams

- Supervise and observe candidates at all times and be vigilant throughout exams
- Deal with emergencies and irregularities effectively
- Record/report any incidents, disruptions or irregularities to the Exams Officer
- Complete accurate attendance registers
- Deal with candidate questions in accordance with JCQ regulations

After Exams

- Collect exam scripts and exam materials
- Dismiss candidates from the exam room
- Check candidates' names on scripts and match the details to the attendance register
- Securely pack all exam scripts and exam materials, into awarding body envelopes or teaching groups, ready to be checked by the Exams Officer

Other tasks, as directed by the Exams officer may include:

- Supervision of exam timetable clash candidates between exam sessions
- Facilitation of access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
- Other exams-related administrative tasks including maintaining question paper security by supporting the JCQ 'second pair of eyes check'
- Carry out catch-up exam sessions for internal assessments
- Be fully conversant and able to follow fire emergency or evacuation procedures.
- To not discuss or disclose confidential or personal information regarding the candidates or the exam administration other than in the requirements of the invigilation.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person Specification

The ideal candidate for this role will:

- Be reliable, flexible and endeavour to make themselves available for main exam period(s)
- Have good communication skills and the confidence to instruct a hall full of pupils
- Be a team player
- Project a calm and reassuring manner in front of pupils when giving instructions
- Provide an appropriate level of authority when issuing instructions
- Remain vigilant in exam situations for possibly periods of time up to 3 hours
- Have a basic level of IT skills (familiar with use of emails etc.).