

Headteacher: Ms Angela Wallace BA Hons, PGCE, MA

## EXAM INVIGILATORS

Position	Exam Invigilator	Responsible to	Examinations Officer
Hourly rate of pay	£13.85 per hour	Hours of work	ADHOC. During school exam seasons

Mulberry Academy Woodside is a good, mixed 11-16 academy, serving a truly multi-cultural community, where every student is valued and treated as an individual. Mulberry Woodside is a school where young people's talents and abilities are nurtured and where they can develop their ambitions. Our aim is that all students should leave the school as highly qualified, confident and articulate young adults.

At Mulberry Academy Woodside we believe that outstanding teaching and learning is underpinned by a key core value and commitment to equality and diversity. Equal access of opportunity is a priority at Mulberry Woodside, as is ensuring that all members of our community have a deeply enriching and supportive experience throughout their time at Woodside so that they can thrive.

Mulberry Woodside is at an exciting time in its development. We are looking to appoint Invigilators to join our highly successful team.

The successful candidates will be employed ADHOC and for school exam periods only. The salary for this position is £13.85 per hour.

We offer:

- ❖ Commitment to professional development within school and through our network of schools
- ❖ Collaborative leadership at both department and senior level
- ❖ Excellent career development
- ❖ A commitment to staff wellbeing and reducing unnecessary workload (for example - no formal lesson observations, work scrutinies, written reports or formal red pen book marking).
- ❖ A convenient location in Wood Green, with excellent transport links (Piccadilly Line)

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check.

Part of the

**Mulberry**  
Schools Trust



**Interviews will take place as and when suitable applications have been received.**

For further information and an application pack please go to our website:  
[www.woodsidehighschool.co.uk/vacancies](http://www.woodsidehighschool.co.uk/vacancies)

If you have any queries or questions, please contact Senen Fikri on 0208 889 6761.

Applications must be made by application form. Please do not send a CV. It will not be accepted.

All applications must be sent to [Hr@woodsidehighschool.co.uk](mailto:Hr@woodsidehighschool.co.uk)

## Job Description

### **Main duties**

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding bodies and Mulberry Academy Woodside regulations and instructions

To have a key role in upholding the integrity and security of the examination/assessment process

### **Before exams**

- Report to and be briefed by the exams manager prior to each exam session
- Keep confidential exam question papers and materials secure before, during and after exams
- Ensure exam rooms are set up according to the requirements
- Admit candidates into exam rooms under formal exam conditions
- Collect unauthorised materials from candidates before they enter the exam room
- Identify candidates and seat candidates according to the seating plans
- Distribute the correct question papers and exam materials to candidates
- Instruct candidates in the conduct of their exams
- Deal with candidate questions
- Start exams

### **During exams**

- Supervise and observe candidates at all times and be vigilant throughout exams
- Read and/or scribe for key students who are eligible for access arrangements
- Keep disruption in exam rooms to a minimum
- Deal with emergencies or irregularities effectively
- Record/report any incidents, disruption or irregularities

- Complete attendance registers
- Deal with candidate questions according to the regulations

#### After exams

- Instruct candidates to finish their exams and collect exam scripts and exam materials
- Dismiss candidates from the exam room
- Check candidates' names on scripts, match the details on the attendance register
- Securely return all exam scripts and exam materials to the exams manager

#### Other tasks

- Undertake annual training, update and review sessions as required
- Undertake, where required and where able, other duties requested by the exams manager, for example;
  - centre supervision of exam timetable clash candidates between exam sessions
  - facilitating 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 'second pair of eyes check'
  - Supporting the exams manager in the dispatch of exam scripts.

## Person Specification

	Desirable	Essential
Reliable, Flexible and readily available during exam periods		X
Punctual		X
Have effective communication skills		x
Work well as part of a team or independently		x
good interpersonal skills		x
Be confident and possess a reassuring presence to candidates in exam rooms		x
Have basic IT skills (familiar with use of email, mobile phone messaging etc.)		x
Be able to give instructions and manage situations involving different groups of people		x
Understanding of exam processes	x	
Ability to work under pressure		x

Willingness to participate in in-house training for the role		x
Have access to email	x	
Right to work in the UK		x

- Whilst every effort has been made to explain the main duties and responsibilities of this post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to present themselves and to act in a professional manner at all times, according to the Mulberry Academy Woodside Code of Conduct.
- Mulberry Academy Woodside has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people, and expects all employees to understand and promote its policies in their work. We expect that the post holder will give a high profile to equality of opportunity in all areas of activity.
- The school will endeavour to make any necessary reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.
- This job description is not prescriptive in that the needs of the school may change and this could necessitate revision in the future and amendment at any time, after consultation.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Principal: \_\_\_\_\_

Date: \_\_\_\_\_

All invigilators must be familiar with the *JCQ Instructions for the Conduct of Examinations (ICE)* booklet and should refer to this booklet for detailed instructions and guidance. When necessary during training sessions, sections of the booklet will be made available to you and an electronic copy will be e-mailed to all invigilators.

We want the best staff and we know that means a diverse staff in our Trust.

Mulberry Schools Trust are dedicated to equality and valuing diversity and are committed to being an equal opportunities employer and actively encourage people from a wide variety of backgrounds, experience and skills to join us and influence and develop our working practice. We particularly encourage applications from Black and global majority people, and candidates who are disabled. All candidates who are disabled and who demonstrate that they meet the shortlisting criteria will be invited for an interview, in line with the Equality Act 2010.

We welcome applicants to inform us if you need any particular adjustments, arrangements or access needs as part of the recruitment process. We are also able to provide a large font print

job pack, BSL interpreters, and can arrange for audio versions of our job pack on request. We will also accommodate alternative application methods should they be requested.

The Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will require a satisfactory Enhanced DBS clearance and will be a condition of your employment with us. Candidates who are selected for interview will be informed following the shortlisting process and full details of the interview will be provided in advance. We will seek references on all shortlisted candidates and may approach previous employers for information to verify experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

We welcome your application.