



**FUTURE
ACADEMIES**
LIBERTAS PER CULTUM

Examination Invigilator Recruitment Pack



**BARCLAY
ACADEMY**
LIBERTAS PER CULTUM



Welcome to Future Academies

Dear Applicant,

Thank you for your interest in the position of **Examination Invigilator** for Barclay Academy. I am delighted that you are considering applying for a position at our trust.

This is a great opportunity for a well organised individual to join our team of Examination Invigilators to work on a casual basis during our internal and external exams, mainly February, May, June and November. Candidates must be well organised, confident in dealing with young people and able to remain calm under pressure.

Barclay Academy is a proud member of **Future Academies**: a flourishing multi-academy trust, founded with the aim of improving the life chances and raising the aspirations of young people. We offer a rich and stimulating education comprised of a knowledge-rich curriculum, diverse cultural and extracurricular opportunities, and a strong pastoral support system. All children and young people are welcomed in our inclusive community, and all are challenged to be the best they can be.

This ethos is embodied in our Trust values - *Knowledge, Aspiration, and Respect* - and in our motto, *libertas per cultum* ("freedom through education").

Future Academies currently comprises ten schools across London and Hertfordshire. Further information is available on our website [Future Academies - Academies](#).

Barclay Academy is a flourishing mixed, non-selective secondary school and sixth form based in Stevenage, Hertfordshire, admitting students from the ages of 11 to 18.

Barclay Academy is passionate about diversity and inclusivity and welcome applications from applicants with skills and experiences to fulfil the requirements of the job description and whose values and qualities reflect those in the person specification. We encourage applications from applicants regardless of any protected characteristic.

If you think you have the skills, experience and attributes we are looking for, we encourage you to apply and very much look forward to meeting you.

If you would like to discuss the role in more detail, please do not hesitate to contact me via email at s.ellis@barclay.futureacademies.org

Stacey Ellis
Examination Officer
Barclay Academy

JOB DESCRIPTION

JOB TITLE:	Examination Invigilator
RESPONSIBLE TO:	Examination Officer
HOURS:	AD HOC
SALARY:	£11.79/hr
PLACE OF WORK:	Barclay Academy, Walkern Road, Stevenage, Herts SG1 5EE
RIGHT TO WORK:	This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations will be required in accordance with the statutory guidance
STAFF BENEFITS:	<p>Future Academies recognises its employees as the most important asset and critical to its success. To demonstrate this all staff are offered the following benefits:</p> <ul style="list-style-type: none">• A supportive ethos and concern for the well-being of all colleagues.• Excellent CPD opportunities and career progression.• Employer Contributions to Local Government or Teachers Pension Scheme.• Cycle to work scheme.• Employee Assistance Programme.• Eye Care Voucher scheme.• Car Benefit Scheme

PURPOSE OF THE ROLE

We seek to expand our team of invigilators and require people who are team players and are responsible, reliable, calm and flexible. You will work under the guidance of the Examination Officer to invigilate exams both in the main hall and act as a sole invigilator in our smaller rooms, set up exam rooms, supervise candidates, facilitate exam arrangements, process exam papers, follow exam regulations and be vigilant at all times. Candidates will need to be flexible to attend on a casual basis and have good availability during examination periods. The exam period for our internal and external exams are mainly February, May, June and November.

To conduct and supervise internal and external examinations for students in a professional manner, ensuring that all JCQ regulatory requirements for the integrity and security of the examination papers and procedures are strictly adhered to during examination sessions.

MAIN RESPONSIBILITIES AND TASKS

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Main Duties

1. To conduct in accordance with the Joint Council for Qualifications (JCQ), Awarding Bodies and Future Academies Watford instructions.
2. To play a 'key role in upholding the integrity of the external examination/assessment process'. (JCQ ICE 6)

Before Exams

- To report to the exams officer prior to each exam session
- To keep exam papers and materials secure before, during and after exams
- To ensure exam rooms are set out to standard
- To admit candidates into exam rooms
- To identify, seat and instruct candidates in the conduct of their exams
- To distribute the correct exam papers and materials to candidates
- To deal with candidate queries

During Exams

- To supervise candidates at all times and be vigilant throughout exams
- To deal with emergencies or irregularities effectively
- To record/report any disruption or irregularities
- To complete attendance registers during the examination and inform the Examinations Officer of any absentees.
- To know the actions to be taken in the event of an emergency such as an emergency evacuation.

After Exams

- To collect all exam scripts, sort and check against attendance registers
- To dismiss candidates from the exam room in an orderly fashion
- To securely return all exam scripts and exam materials to the Examinations Officer
- To ensure the exam room is left in a tidy condition

Other

- To attend training, refresher or review sessions as required
- To undertake, where required, other duties requested by the exams officer, for example
 - o Supervision of clash students between exam sessions
 - o Exam related administrative tasks

To undertake similar duties, commensurate with the level of the post and at the discretion of the Line Manager, as the Line Manager shall from time-to-time reasonably require.

Person Specification

		Essential	Desirable
QUALIFICATIONS	<ul style="list-style-type: none"> • Good Level of English and Maths 	X	
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> • Reliable, flexible and readily available during main exam periods • Effective communication skills and good interpersonal skills • Basic IT skills (familiar with use of email, mobile phone messaging etc) • Good written and oral skills • Good administrative and organisational skills • Able to exercise sound judgement, especially relating to confidentiality and discretion • A confident and reassuring presence to candidates in exam rooms • Work well as part of a team with the ability to work independently • Able to stay calm and diplomatic under pressure 	X X X X X X X X	
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • The ability to remain discreet when privy to confidential information • Commitment to safeguarding and promoting the welfare of children and young people • Willingness to undergo appropriate checks, including enhanced DBS checks 	X X X	

NOTES TO APPLICANTS

GENERAL TERMS & CONDITIONS

The employer for this post is Barclay Academy.

The successful post holder will be based at Barclay Academy, Walkern Road, Hertfordshire, SG1 3RB.

The post holder will be eligible for enrolment in the Local Government Pension Scheme.

The post holder will be required to complete a six-month probation period.

APPLICATION PROCESS

1. Applying for the role

The application form should be accompanied by a personal statement of suitability of no more than two sides of A4. In the application form and personal statement, applicants should demonstrate how they meet the requirements set out in the person specification. Please ensure specific examples are included.

2. Interview Process

The interview process will take place as soon as possible after shortlisted has been completed. The interview will include a formal interview and may include practical tasks related to the knowledge and skills required for the role.

3. Notification & Feedback

Candidates that have taken part in interviews will be notified as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached.

Unsuccessful candidates will be given the opportunity to receive professional feedback.

4. Taking up the post

The successful candidate will take up the post as soon as possible.

5. Additional information

For further information please email s.ellis@barclay.futureacademies.org and a member of the HR team will contact you.

6. Safeguarding

As an educational trust, Future Academies is committed to the safeguarding and promotion of the welfare of all children and young people. Therefore, the Trust expects all members of staff and volunteers to share in this commitment. An 'Enhanced Disclosure and Barring Service' check and a 'Barred List' check is required for this role.