

Candidate Pack

Invigilator



At Flegg we put the student at the heart of the curriculum. Guided by our core values of kindness, aspiration and respect, we believe that every child, regardless of background or ability has the right to an excellent education that helps them to be and become the best version of themselves.



Vacancy: Invigilator x 3

Flegg High Ormiston Academy is part of the Ormiston Academies Trust. The academy has an excellent profile locally and has won many prestigious awards. We actively promote development of the whole child, as well as ensuring access to a broad and balanced curriculum and excellent extra-curricular opportunities. Quite simply, we believe that every member of Flegg High Ormiston Academy has the right to be happy, safe and successful.

As we approach our examination period, we have 3 vacancies for invigilators to join our examination team.

An exam invigilator is responsible for ensuring that exams are conducted in an appropriate manner within the correct time frame. The main part of their role is to supervise the students and make sure that exam regulations are being met at all times. Some of the key things expected of an exam invigilator are:

- Monitoring students to ensure that there is no malpractice during the exam.
- Distributing stationary and exam papers to the students.
- Ensuring that exam conditions are adhered to at all times.
- Preparing the exam hall and other exam rooms to ensure that it meets requirements.
- Providing support where necessary should an emergency arise e.g. sick student, fire evacuation.
- Answering any queries that a student may have about the exam.

Salary: Grade 2 Point 4, £13.43 Per hour

To find out more or visit the academy please contact Mrs Spooner on 01493 749207

What we offer

- The opportunity to join an aspiring academy with exciting plans for the future
- Supportive working environment where all staff are valued
- An academy that is fully dedicated to developing every student to reach their full potential, irrespective of their ability or starting point
- High-quality range of professional development opportunities both within and outside the trust
- Company pension scheme
- Free onsite parking
- Free access to counselling and well-being support
- Vivup reward and discount scheme - save money on everything from the supermarket shop to summer holidays
- Cycle to work and car benefit scheme
- Access to school gym

Ormiston Academies Trust – Who are we?

We are a national education charity, underpinned by our founder, Peter Murray's ([Ormiston Trust](#)) belief that every child should be given a chance to thrive. We serve pupils from many communities, all with their unique character, strengths, and challenges. Our sole purpose is:

“to provide OAT pupils with excellent learning opportunities, inside and outside the classroom.”

We are ambitious for the over-30,000 children and young people we are responsible for as they all deserve to be given every chance to succeed. Whether the pupils attend our primary, secondary, special or alternative provision academies we are determined that every pupil we serve will be given the opportunity to realise their dreams and aspirations.

For us to achieve this we know we must work in partnership with others. Children and young people live in families of different types, located in diverse communities. Our role is to provide a haven in which our pupils can thrive regardless of the context in which they are growing up. We are proud to be an outward-facing organisation committed to deepening and extending our work with others locally, regionally and nationally.

We are committed to deepening the trust's impact on children and young people, and improving our schools. Over the coming years we want this impact to be realised in tangible improvements to outcomes.

We believe that strength and impact are maximised by working as one team – from which comes our commitment to **achieving more together** – underpinned by our values, which inform all that we do.

- Anyone can excel: unwavering belief that everyone can achieve
- Enjoy the challenge: perseverance pays dividends
- Share what is best: we achieve more from working together
- Be inclusive: celebrating our diversity and practising equity

Why work for us?

What's the best thing about working for OAT? That's easy. The people. Whether it's our pupils who are diverse and full of character, or our staff who are committed, full of energy, and driven by the purpose of our work. Our people are amazing.

There's nothing more important than educating the next generation, and our teams across OAT are doing great things to make sure that the education we offer is the best that it can be. If you join us at OAT, whatever your role, you can be sure of a role with purpose and meaning.

Job Description

Job Title:	Invigilator
Grade:	Grade 2 Point 4
Responsible To:	Examinations Officer/Assistant Principal
Responsible For:	To conduct examinations in accordance with JCQ, awarding body and Flegg High Ormiston Academy instructions. Training will be provided.
Hours of Work:	By negotiation during Summer Exams and Mock Exams

Experience

Experience is not required as training will be provided. However the ideal candidate will

- be flexible
- have effective verbal and written communication skills
- be confident and a reassuring presence to candidates in exam rooms

Main duties

To conduct examinations in accordance with JCQ, awarding body and Flegg High Ormiston Academy instructions. Training will be provided.

Before exams

- To report to the Exams Officer prior to each exam session
- To keep exam papers and materials secure at all times
- 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 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 keep disruption to a minimum
- To deal with emergencies or irregularities effectively
- To record/report any irregularities
- To complete attendance registers
- To deal with candidate queries

After exams

- To collect exam scripts
- To dismiss candidates from the exam room
- To return exam scripts and other materials to the exams officer

Other

- To attend training, refresher or review sessions as required
- To undertake, where required and where able, other duties requested by the exams officer, for example
 - Supervision of clash candidates between exam periods
 - Providing support for candidates with access arrangements e.g. as a reader, scribe (full training will be provided)
 - Exams-related administrative tasks
- To be first aid trained and administer first aid as and when required.

To apply: please complete and return the online application form. This will be followed by an interview at the School. The outcome of which together with the routine disclosure, and references will be communicated to you as soon as possible.

Review

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post-holder's professional responsibilities and duties.

Signature:**Date:**
