



EXAM INVIGILATOR

Queen Elizabeth's Grammar School

RELIEF

Scale 2, £23,114 FTE (£11.98 per hour)

QEGSMAT are seeking to appoint an enthusiastic Exam Invigilator to join our passionate and high achieving team at Queen Elizabeth's Grammar School.

Nestled in the picturesque Derbyshire Dales in the idyllic town of Ashbourne. Queen Elizabeth's Grammar School is a vibrant, rural comprehensive school with a strong record of academic and vocational success. Particularly at Sixth Form, coupled with a huge range of co-curricular opportunities and a real focus on the holistic life of a student.

Queen Elizabeth's Grammar School is a proud member of QEGSMAT. The Trust's values are for students to 'Question, Explore; Give; and Succeed'. Our exceptional staff, strong leadership, motivated children, as well as excellent facilities, provide the successful formula for this.

At QEGSMAT we believe and promote that exceptional workforce creates exceptional results; they transform lives and transform futures. We support every pupil to achieve their full potential and become a confident, resilient, and compassionate individual who can make a positive contribution to society.

Why work for us?

- At QEGSMAT, we value the hard work and dedication of our team members, and as such we believe that progression should be a simple process. That's why we are proud to offer an Automatic Pay Review program, rather than the traditional annual pay and performance review, as part of our comprehensive benefits package.
- Continual access to CPD opportunities. QEGSMAT works with a large number of organisations to develop staff to fulfil their aspirations and potential. We are committed to providing first-rate training and development to all our staff within this evolving Trust.
- We are committed to promoting equality, challenging discrimination, and developing community cohesion. We welcome applications from all sections of the community.

- All staff have access to our Employee Assistance Programme which provides confidential, independent and unbiased information and guidance 24/7. This can also include bespoke counselling sessions for staff if needed.
- All roles are subject to nationally agreed terms and conditions of service.
- Access to the Local Government Pension Scheme (LGPS) with employer contributions of 23.4% for Derbyshire support staff.
- Family-friendly policies.
- Access to Flu Vaccines.
- Opportunity to work flexibly.

QEGSMAT is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is a criminal offence to engage or seek to engage in regulated activity or regulated work with children, if you appear on the DBS barred list. All appointments are subject to an Enhanced DBS check and be eligible to work in the UK.

Further information about our commitment to Safeguarding can be found -

<https://www.qegsmat.com/documents/safeguarding>

Please be aware, the Trust may also consider performing an online presence check as part of their pre-employment checks.

If you are interested and wish to have an informal conversation to discuss the role or would like to visit the school, we would be happy to arrange this. Please call 01335 343685 ext. 11656 or email smit@queenelizabeths.derbyshire.sch.uk.

To apply for this position, please visit (<https://qegsmat.face-ed.co.uk/vacancies>)

Closing date for applications: 14th April 2024

Interview date: 17th April 2024

Actual Salary: Scale 2, £23,114 FTE (£11.98 per hour)

Potential Start date: May 2024



JOB DESCRIPTION

Post title:	EXAM INVIGILATOR
Responsible to:	Examinations Officers
Pay Scale:	Scale 2, £23,114 FTE (£11.98 per hour)
Disclosure Level:	Child Workforce-Enhanced, Childs Barred List

Main Duties

- Assist with the arrangement and distribution of examination materials in the examination room
- Ensure that students are seated correctly during examinations
- Complete examination attendance sheets accurately
- Read examination instructions to candidates before examinations begin (Lead Invigilator)
- Be responsible for the security of examination papers/scripts outside of the Examinations Office
- Provide advice and information to candidates as required in accordance with JCQ guidelines
- Be aware of candidates in the examination room who may need Access Arrangements, and those candidates who sit the examination elsewhere in the school
- Be aware of JCQ definitions of malpractice and be vigilant towards any such behaviour during examinations
- Report to the Examinations Officer any incidences of malpractice by candidates and be willing to be involved in the malpractice process
- Eliminate noise outside the examination room as far as possible
- Provide guidance to candidates in the event of evacuation of the premises
- Check that student details are correctly completed on examination materials at the end of each examination
- Collect examination scripts and papers at the end of each examination
- Assist Examination Board officials in their inspections
- Attend training sessions for invigilators in school as required
- Complete any other required duties at the discretion of the Examinations Officer



PERSON SPECIFICATION-EXAM INVIGILATOR

	Essential	Desirable	Evidence
Qualifications	<ul style="list-style-type: none"> • Good standard of Education 	<ul style="list-style-type: none"> • Experience of invigilation • Experience of working in an education environment 	<ul style="list-style-type: none"> • Application form • Certificates
Skills	<ul style="list-style-type: none"> • Effective oral/written communication skills • Numeracy 	<ul style="list-style-type: none"> • An understanding of the examination process 	<ul style="list-style-type: none"> • Application form • Selection process • References
Personal Attributes	<ul style="list-style-type: none"> • Good interpersonal skills • Professional approach to work • Accuracy and attention to detail • Ability to work under pressure and to deadlines • Ability to make decisions • Discretion/confidentiality • Reliability 		<ul style="list-style-type: none"> • Application form • Selection process • References