



EXAM INVIGILATOR

City of Derby Academy

Relief (as required)

Pay Scale 2 £12.64 per/hour (£24,404 FTE)

QEGSMAT are seeking to appoint an enthusiastic exam invigilator to join our passionate and high achieving team at City of Derby Academy.

We serve a very diverse community with over 30 home languages. The school's vision is "improving the life chances of all students". Moreover, we continually strive to develop our students' character through our core values of Respectful, Responsible and Ready to Achieve, which underpin everything we do, every day.

Our most recent Ofsted inspection (March 2024) recognised our strengths and sustained journey of improvement, our caring ethos, and the strong relationships that exist between our respectful, polite and loyal students and our staff (who overwhelmingly enjoy working at CODA and whose well-being and workload are prioritised by leaders).

City of Derby Academy is also a proud member of QEGSMAT. 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.
- Family Friendly policies.
- 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.

- Opportunity to work flexibly.
- Access to Flu Vaccines.
- Access to 750+ discounts on everyday essentials via our benefits package with Vivup.



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 01332 270450. Further details about our school can be found on our website: <https://www.cityofderbyacademy.org/>

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

Closing date for applications: Sunday 5th January 2025

Interview date: TBC

Salary: Pay Scale 2 £12.64 per/hour (£24,404 FTE)

Potential Start date: TBC



JOB DESCRIPTION

Post Title:	Relief Exam Invigilator
Reporting to:	Exam Officer
Scale:	Pay Scale 2 £12.64 per/hour (£24,404 FTE)
Disclosure Level:	Child Workforce - Enhanced, Childs Barred list

DUTIES AND RESPONSIBILITIES

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, be vigilant towards any such behaviour during examinations and report instances of malpractice to the Examinations Officer
- Report to the Examinations Officer any incidences of malpractice by candidates and a willingness 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	Good standard of Education	Experience of invigilation Experience of working in an education environment	Application form Certificates
Skills	Effective oral/written communication skills Numeracy	Understanding of the examination process	Application form Selection process References
Personal Attributes	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		Application form Selection process References