

**JOB TITLE:**

Examinations Invigilator

GRADE/SALARY:

Grade 2 SCP 7 (£16495 fte)

HOURS OF WORK:

Casual basis as required

LOCATION:

The Axholme Academy
Wharf Road, Crowle, Scunthorpe. DN17 4HU
Telephone: 01724 710368
E-mail: layres@theaxholmeacademy.com

DESCRIPTION:

We are looking to appoint an enthusiastic and responsible person to join our friendly team of staff. You will work as part of a team with responsibility for the safeguarding and welfare of our students. Under the management and guidance of the Exams Officer, the purpose of the job is to invigilate examinations and controlled assessments.

Duties include:

- Invigilate GCSE and BTEC examinations, controlled assessments and mock examinations
- Under the direction of the Examinations Officer, ensure that there is adequate space between each individual desk to discourage malpractice
- Maintain control of candidates, ensuring appropriate behaviours are demonstrated at all times during an examination
- Ensure candidates do not have any mobile phones, iPods, or other electronic devices on their person during an examination
- Ensure that candidates remove all labels from drinking bottles
- Ensure that each candidate has the correct examination paper and resources
- Actively invigilate during an examination, observing candidates and maintaining examination conditions
- Accompany students that request toilet breaks, ensuring that the examination regulations are maintained at all times
- Accompany students that become ill during the course of the examination to the designated first aid area
- Report any suspicion of cheating to the Exams Officer
- Collect in all examination papers at the end of the session, whilst maintaining examination conditions at all times
- Collect in all borrowed resources and ensure that they are returned to the appropriate location
- Be aware of, and comply with all policies relating to examinations, child protection, confidentiality and security
- Be aware of, and comply with all JCQ examination regulations
- Be aware of, and comply with the Academy's evacuation procedure in the event of an emergency



Any offer of employment to this post will be subject to receipt of a satisfactory Enhance Disclosure from the Disclosure and Barring Service. The full version of our Recruitment of ex offenders and Disclosure and Barring Service procedure can be accessed from the NLC website at www.northlincs.gov.uk/northlincs.jobsandcareers

Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

Alternatively, application forms and further details are available from the school office. Complete application forms should be returned to Miss L Ayres, Exams and Attendance Officer by e-mail to layres@theaxholmeacademy.com or by post to the academy address above.