



CASUAL EXAM INVIGILATORS RECRUITMENT PACK





Thank you for your interest in a career with The Futures Trust. We hope that this recruitment pack provides you with all the information you need to start your journey with us.

The Futures Trust is a growing Trust with four primary schools and four secondary schools located in Coventry, Warwickshire and Leicestershire. We have 6,000 pupils in our schools and nearly 850 colleagues work for the Trust supporting our school community.

The Trust is committed to building brighter futures for everyone. This commitment is underpinned by 3 clear values:

1. Students first

Teachers and leaders totally focused upon the educational benefit of our students.

2. It's about learning

Students, teachers and leaders focused upon developing and improving their learning.

3. No barriers

No excuses, only support to ensure student, teachers and leaders maximise their achievement.

It is an exciting time to join the Trust. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn and grow.

If you join The Futures Trust team, you will be part of a professional learning community totally focussed upon learning and dedicated to ensuring learners achieve their potential and build their own bright future. We look forward to hearing from you.





It is an exciting time to join The Hinckley School, an 11-19 school serving Hinckley and the surrounding areas. The school has achieved another great year of results and with a new multi-million pound STEM build starting this year, a bespoke year 7 and 8 area and refurbished sixth form, the school is committed to building brighter futures.

A crucial part of Building Brighter Futures is providing a high-quality educational experience delivered through an academic curriculum and an exceptional programme of enriching experiences. We are looking to expand our team of dedicated professionals who excel in their field.

Lisa Hickman, Headteacher

JOB TITLE:	CASUAL EXAM INVIGILATORS
OPPORTUNITY:	<p>This is an exciting time to join The Futures Trust. We are seeking to appoint Exam Invigilators to oversee and supervise examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions.</p> <p>You will have a flexible and supportive approach to work and be a positive role model to pupils.</p>
REPORTING TO:	Exam Officer
LOCATION:	Based at The Hinckley School
SALARY:	£10.71 per hour Casual working pattern
BENEFITS:	<ul style="list-style-type: none"> • Competitive rates of pay • Extensive professional development opportunities across the Trust • Career pathways across the Trust • Teacher/Local Authority Pension Schemes • Online retail discount • Employee Assistance Programme • Family Friendly policies to support family & carer commitments • Flexible Working Arrangements

JOB DESCRIPTION



Job Purpose

To oversee and supervise examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions.

Duties and responsibilities

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ) awarding body and schools within The Futures Trust

To ensure candidates obey the regulations of an examination room in accordance with JCQ

To play a key role in upholding the integrity of the examination/assessment process

To maintain security and confidentiality

Assist with the packaging of examination papers, stationery (sometimes heavy) and equipment prior to the examination and the delivery to and from venues as appropriate

To assist in the setting up of examination rooms

To ensure all candidates receive the correct examination question papers

To be aware of any specific needs that candidates may have during an examination

Facilitate access arrangements for candidates, for example as a reader, scribe, prompt etc. (full training will be provided)

To start and lead the examination when required

To record attendance on the official examination registers

To record details of late arrivals

To ensure no inappropriate items are brought into the examination hall, such as mobile phones, revision notes or other paperwork unless told otherwise

Ensure all candidates are aware of the pre-exam start information and of any erratum notice that may affect them

To record any incidents that happen in the exam room incident register, and also report to the examinations office

To ensure there is no talking or disruption for the candidates once in the examination room

To ensure answer scripts are collected in candidate number order and are supervised as required until they are delivered to exams officer/assistant

Escort candidates between venues during the examination as required

To supervise clash candidates between exam sessions

To support students with special exam access arrangements by reading or scribing if required

Know how to deal with emergencies in examination conditions, including evacuation routes from the building

Keep an unobtrusive yet watchful presence over the exam, by moving quietly around the room

Exam related administrative tasks

To assist in other activities as may reasonably be requested by the Centre from time to time

To attend meetings, training, refresher or review sessions as required

Line Management

The job involves no direct responsibility for the supervision, direction or co-ordination of other employees. The work will involve demonstration of own duties, and providing advice and guidance to other employees.

Professional Development

Maintain personal professional development to ensure that the knowledge and skills required to fulfill the role of Exam Invigilator are up to date.

Be a professional role model, and understand and promote the aims of the School and the values of the Trust.

PERSON SPECIFICATION



	Essential Criteria	Desirable Criteria	Measured By
Education and Qualifications	<ul style="list-style-type: none"> GCSE C grade or higher (or equivalent) in English & Maths 		Application form Certificates
Skills and Abilities	<ul style="list-style-type: none"> Able to follow the school's safeguarding procedures and recognise when to report any concerns Ability to lead an exam when necessary Accuracy and attention to detail Flexible approach to work Ability to communicate with candidates and members of staff clearly and accurately Ability to work to predetermined instructions Common sense and initiative Effective oral and written communication skills Ability to work as part of a team and independently as necessary Ability to be firm but fair at all times. Ability to follow recognised procedures and policies Ability to remain positive and enthusiastic when working under pressure 	<ul style="list-style-type: none"> Ability to relate to candidates yet maintain an air of authority Ability to relate to teachers, other professionals, parents and students Be confident and a reassuring presence to candidates in the exam room Commitment to school improvement and raising achievement for all students 	Application form Interview
Skills and Abilities (continued)	<ul style="list-style-type: none"> Good organisation, time management, communication and interpersonal skills Be tactful, discreet and understands confidentiality Must be able to stand still for long periods of time 		
Experience	<ul style="list-style-type: none"> Experience of working with young people 	<ul style="list-style-type: none"> Experience of working in administration Experience of working in an educational setting 	Application form

Knowledge and understanding	<ul style="list-style-type: none"> • An understanding of safeguarding and child protection 	<ul style="list-style-type: none"> • UK qualifications structure • Joint Council for Qualifications Examination Regulation 	Application form Interview
Other requirements	<ul style="list-style-type: none"> • A professional role model who is committed to their own professional development and to developing others • Committed to and able to promote the aims of the school and the values of the Trust: Students First, It's about Learning, No Barriers. • Professional appearance and demeanour • Able to work calmly under pressure and withstand stress • Have access to email to be able to receive school communications and complete relevant training activity • Able to work flexibly, is reliable and to attend meetings and INSET days as required 		Interview

HOW TO APPLY



CLOSING DATE:	Open Ended
INTERVIEWS:	Ongoing

If you wish to find out more about this role and a career within The Futures Trust please contact the Recruitment Team on tel: 02477 102134.

To apply for this post, please download an application form from [HERE](#) and return to recruitmentadmin@thefuturestrust.org.uk

On application please read the following policies found [HERE](#)

- The Hinckley School Child Protection & Safeguarding Policy
- The Futures Trust Safer Recruitment Policy
- The Futures Trust Suitability Policy
- GDPR Privacy Notice for Applicants

The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment. The successful candidates for all positions will be subject to an enhanced DBS check and Social Media check.

