

JOB DESCRIPTION

Job Title:	Exams Invigilator	Reporting to:	
Location:	A CORE sponsored school (City Academy, Jewellery Quarter Academy or Rockwood Academy)	Salary:	£9.90 per hour


JOB PURPOSE AND RESPONSIBILITIES

- To support the Examinations Officer to ensure that all examination policies and procedures are adhered to
- To ensure the security of the examinations before, during and after the examination
- To follow all the statutory routines, procedures and checks to ensure the integrity of the examinations
- To support the setting up and packing away of the examination rooms
- To supervise students to ensure an appropriate examination room atmosphere for public examinations
- To ensure all candidates have an equal opportunity to demonstrate their abilities
- To prevent possible candidate malpractice
- To prevent possible administrative failures
- To safeguard the health, safety and welfare of students in the examination room, including safe evacuation
- To undertake professional development to support with the provision of access arrangements as required
- To undertake all other professional development as required
- To protect confidentiality at all times, with care paid to mandatory GDPR statutes.

SPECIAL CONDITIONS OF EMPLOYMENT

REHABILITATION OF OFFENDERS ACT 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions, and reprimands being considered. Any arrests, convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Headteacher by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction



caution or reprimand, may be managed in accordance with CORE Education Trust Disciplinary Procedure.

HEALTH AND SAFETY

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in CORE Education Trust Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

EQUALITY AND DIVERSITY

CORE Education Trust is committed to equality and values diversity. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

TRAINING AND DEVELOPMENT

The Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

MOBILITY:

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust they may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Amendments will be made in consultation with any existing

jobholder and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS (Disclosure and Barring Services) Check is required for all successful applicants.

Job Description Reviewed on:	
Job Description Reviewed by:	

PERSON SPECIFICATION



Job Title:	Exams Invigilator	Reporting to:	
Salary:	£9.90 per hour	Location:	A CORE sponsored school (Arena Academy, City Academy, Jewellery Quarter Academy or Rockwood Academy)

CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment. All posts will be subject to a DBS clearance at Enhanced level.

The Person Specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

	Essential	Desirable
Education, Training and Qualifications		
<ul style="list-style-type: none"> GCSE Maths or English or equivalent 	X	
Experience, Knowledge, Skills /Competencies		
<ul style="list-style-type: none"> To have previous experience of examination invigilation To have experience working with young people 		X
<ul style="list-style-type: none"> To have experience of supervising young people and/or adults 		X
<ul style="list-style-type: none"> To be confident to make and manage decisions in line with training and refer to the Examinations Officer if unsure 	X	
<ul style="list-style-type: none"> To have attention to detail 	X	
<ul style="list-style-type: none"> To be confidential at all times and be aware of date protection regulations 	X	
Personal Attributes		
<ul style="list-style-type: none"> To be comfortable working with and contributing to the Examinations Team 	X	
<ul style="list-style-type: none"> To be able to remain calm and reassuring in circumstances where students may be anxious 	X	
<ul style="list-style-type: none"> To be confident to adhere to rules, policies, and procedures. Be able to apply common sense within the 	X	

spirit of the rules, policies and procedures.



HOW TO APPLY

For further information about this exciting opportunity, or an informal discussion please contact Jacqui Bates on jb@core-education.co.uk

Only those applicants submitting a [CORE Education Trust Application Form](#) will be considered. Please note that we do not accept CVs.

To apply for this role please submit your CORE Application Form to recruitment@core-education.co.uk by Tuesday 30th November 2021.

For more information visit our website, core-education.co.uk/work-with-us

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CORE Education Trust is committed to promoting equality, challenging discrimination, and developing community cohesion. We welcome applications from all sections of the community. We are an Equal Opportunities and Living Wage employer.



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DELIVERING A **CORE** EDUCATION