

# Applicant Information Pack Examination Invigilator



The Archer Academy aims to be an outstanding secondary school at the heart of our community, providing students from all backgrounds with the inspirational education they need to live successful and fulfilling adult lives.

[www.thearcheracademy.org.uk](http://www.thearcheracademy.org.uk)

October 2019

Dear Candidate,

Thank you for your interest in the Archer Academy and the post of **Examination Invigilator**. This pack is intended to give you information about this exciting role and our school's vision and ethos. Further background information is available on our website and in our prospectus.

Our vision for the Archer Academy is rooted in our desire to provide an outstanding, inclusive and aspirational education for local children that will prepare them for adult life. We cannot know exactly what the future will bring for our students, but by giving them a love of learning, adaptable skills and the determination to succeed, we will enable them to rise to whatever challenges they face.

The Archer Academy is a 11-16 secondary school, which opened to a full cohort of 150 local Year 7 students in September 2013. The school serves families in East Finchley and the surrounding areas of north London.

East Finchley and the surrounding areas have a rich cultural diversity and, as such, many of our students have English as a second or additional language. We cater for children of all abilities and backgrounds, establishing a truly inclusive community. The school is dedicated to creating an outstanding education that fosters a love of learning and an ability to succeed.

Applications are to be made by completing the application form and supporting statement indicating how your experience to date and your vision for the future make you a suitable candidate for this post. Please note we can only consider applicants using the official application form, CV's will not be accepted.

Please submit your application by email to [recruitment@thearcheracademy.org.uk](mailto:recruitment@thearcheracademy.org.uk)

We look forward to hearing from you and thank you for your interest in the Archer Academy.

Yours sincerely



Lucy Harrison  
Headteacher

## JOB DESCRIPTION

### Examination Invigilator

|                      |                                      |
|----------------------|--------------------------------------|
| <b>Title:</b>        | Examination Invigilator              |
| <b>Reporting to:</b> | Examinations Officer                 |
| <b>Salary:</b>       | £10 per hour (including holiday pay) |

---

We are seeking responsible and attentive **Exam Invigilators** to join us on a casual contract.

The ideal candidate will have excellent communication skills, an enhanced attention to detail and the ability to work on their own initiative. Experience of working in a school environment and some knowledge of the 'Instructions for the Conduct of Examinations' produced annually by the JCQ (Joint Council for Qualifications) would be advantageous.

#### **Main Purpose and Object:**

To provide support to the examination process and to support with the day-to-day operation of examination venues

#### **Specific Duties:**

- assisting with setting-up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures;
- assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues;
- offering advice and guidance to unregistered candidates without allocated seats;
- ensuring that candidates do not talk once inside examination venues;
- invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures;
- checking attendance during examinations;
- recording details of late arrivals and early leavers and collecting scripts from early leavers;
- escorting candidates from venues during the examinations as required, and supervising candidates whilst outside examination venues;
- collecting and collating scripts at the end of the examination in accordance with strict procedures;
- assisting with the preparation of script envelopes;

- supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner.
- the ability to act on your own initiative
- have strong attention to detail
- be committed to the Archer Academy's ethos of high expectations and delivery

### **To assist Examinations and Office staff with other examination processes.**

This activity may include:

- assisting with the packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues as appropriate;
- assisting with the preparation of seating plans;
- delivering scripts to departmental and School offices;

## PERSON SPECIFICATION

**Title:** Examination Invigilator  
**Department/Section:** Examinations Office  
**Reporting to:** Assistant Headteacher - Data and Systems  
**Salary:** £10 per hour (including holiday pay)

---

### Experience

Experience of working or studying in higher education environment      desirable

### Specific skills and Knowledge

An understanding of examination processes      desirable

Effective oral/written communication skills      essential

Numeracy      essential

### Personal attributes

Accuracy and attention to detail      essential

Flexible approach to work      essential

Ability to relate to academic staff and students      essential

Ability to work under pressure and to tight deadlines      essential

**Normal working hours will be between 8am and 5.30pm.**

---