



Examination Invigilators

King Solomon Academy

At King Solomon Academy, we are a unique academy where pupils are known and cared about as individuals and where behaviour and manners are exemplary.

Our school is one of high expectations which transforms pupils, whatever their starting point, into responsible and academically able young adults. We are dedicated to doing whatever it takes to ensure each of our pupils has the chance to attend an academically rigorous university.

The administration of public examinations in any school is a major undertaking, and one which involves large numbers of students and necessary security procedures. The 2018 summer examination season will run from May to June.

The Examinations Invigilators perform an important role in ensuring the proper and secure running of public examinations and are needed to assist in the management and supervision of public examinations at King Solomon Academy. The ideal candidate will be reliable and punctual, highly flexible, able to relate to pupils and comfortable in a high pressure environment.

The Examinations Invigilators will report to the Examinations and Careers Coordinator who will brief them with regard to the examinations to be taken, the timing of examinations, materials needed for examinations and any variations there may be from the times published on the start of the examination paper.

Examination Days

The morning examination session will start for candidates at 9.15am and the afternoon session at 2.00pm, although Examination Invigilators will need to be on duty at 8.30am or 1.00pm in order to assist in the setting up of exams and supporting pupils with extra time. The afternoon examination session is due to be finished by 4.30pm; although the exact end time will vary on a day-to-day basis. The number of hours worked will necessarily vary.

To apply, follow the link at <http://kingsolomonacademy.org/vacancies> by **11am** on **Friday 9th February 2018**. For an informal conversation about the role, please contact Camilla Al-Hariri, Examinations and Careers Coordinator on 0207 563 6900.

King Solomon Academy is committed to safeguarding children; successful candidates will be subject to pre-employment checks including references and an enhanced DBS check.

Job Description: Examinations Invigilator

Reports to:	Lead Examinations Invigilator
Start date:	May 2018 temporary until June 2018
Hours:	Casual
Salary:	£10.00 per hour

The role

To support the Lead Examinations Invigilator 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.

Main Responsibilities

- Distributing examination materials, including question papers and answer booklets, before the start of the examination and collecting them at the end.
- Issuing instructions to candidates.
- Notifying the Lead Examinations Invigilator if a candidate is absent or late for an examination.
- Supervising candidates during examinations to ensure that silence is maintained and that in all respects the examinations are conducted in accordance with the examining boards' rules and regulations.
- Being vigilant at all times.
- On some occasions overseeing the start and end of the examinations, including giving time reminders to candidates, and ensuring that extra-time candidates receive the correct time allowance.
- Assisting the Lead Examinations Invigilator to ensure that all proper procedures, as specified by the examination boards and by King Solomon Academy, for the running of public examinations, are followed.
- Keeping exam papers in secure conditions at the end of each exam until they are passed to the Lead Examinations Invigilator.
- Provide access arrangements in accordance with the examination regulations to candidates such as being a reader, scribe or prompter (training will be provided).

Other

- Any other duties within the post holder's capabilities as may be reasonably requested from time to time.

Person Specification: Examinations Invigilator

Specific skills and knowledge

- An understanding of the examination process at GCSE and A-Level
- Effective oral/written communication skills
- Good time management

Personal Attributes

- Accuracy and attention to detail
- Flexible approach to work
- Ability to relate to academic staff and students
- Ability to work under pressure and to tight deadlines

Other

- This post is subject to an enhanced Disclosure and Barring Service check.
- Right to work in the UK

Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.