CHRIST THE KING SIXTH FORMS

CTK Emmanuel Blackheath, SE13 5GE	CTK St Mary's Sidcup, DA14 6BE	CTK Aquinas Brockley, SE4 2NL

We are keen to appoint a number of reliable Exam Invigilators with a genuine passion in supporting students to achieve their full potential. Join us at one of our sixth forms where you'll be central to our mission to help London's most ambitious students achieve success.

Exam Invigilators

Salary range: £15.47 per hour (Standard invigilation, inclusive of holiday pay)

Christ the King Sixth Forms is a family of three highly successful Catholic sixth forms located in south east London and Kent. Recently rated Good with Outstanding features by Ofsted. CTK offers exceptional, expert teaching in a welcoming, friendly atmosphere, each CTK sixth form creates an environment where high achievement is promoted and attained.

We are looking for reliable, confident and professional Exam Invigilators to join our established team to help manage the examinations during our busy examination periods (November, January, April, May and June). Professional training will be provided, so no previous experience is needed.

The exam day runs between 8am and 5pm, however agreed hours will be arranged to suit the exam timetable and the availability of individual invigilators.

Join us to be inspired, be extraordinary, and be the best you can be.

For an application form and further details, please visit the vacancies page of our website https://www.ctk.ac.uk/vacancies/

Christ the King Sixth Forms is committed to equality, diversity and inclusivity. We encourage applicants from all sectors of the community and are especially keen to encourage candidates from under-represented groups to apply.

If you have any queries, please contact us at recruitment@ctksfc.ac.uk or 02082979433.

Early applications welcome
Candidates will be shortlisted as applications arrive

Christ the King Sixth Forms is committed to the safeguarding and welfare of young people. An enhanced DBS check will be undertaken for the successful applicant along with appropriate child protection screening, as per safer recruitment guidelines.

disability confident EMPLOYER

Ofsted Good Provider

INVESTORS IN PEOPLE™



CHRIST THE KING SIXTH FORMS

Job Description and Person Specification

Job Title: Exam Invigilator

Responsible to: Exams Officer

Core Job Purpose: To assist the Exams Officer in upholding the integrity of the examination/assessment process during the examination periods.

The main activities and responsibilities are to:

1.1 Conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Christ the King Sixth Form instructions
1.2 Play a key role in upholding the integrity of the examination/assessment process

Before exams:

1.3 Report to and be briefed by the exams officer prior to each exam session
1.4 Keep confidential exam papers and materials secure before, during and after exams
1.5 Ensure exam rooms are set out according to the instructions
1.6 Admit candidates into exam rooms
1.7 Identify, seat, and instruct candidates in the conduct of their exams
1.8 Distribute the correct exam papers and materials to candidates
1.9 Deal with candidate queries
1.10 Start exams

During exams:

1.11 Supervise and observe candidates at all times and be vigilant throughout exams
1.12 Keep disruption in exam rooms to a minimum
1.13 Deal with emergencies or irregularities effectively

1.14 Record/report any incidents, disruption or irregularities
1.15 Complete attendance registers
1.16 Deal with candidate questions according to the regulations

After exams:

1.17 Instruct candidates in finishing their exams and to collect exam scripts and exam materials
1.18 Dismiss candidates from the exam room
1.19 Check candidates' names on scripts, match the details on the attendance register
1.20 Securely return all exam scripts and exam materials to the exams officer

Other:

1.21 Attend training, update or review sessions as required
1.22 Undertake, where required and where able, other duties requested by the exams officer, for example

- Supervision of exam timetable clash candidates between exam sessions
- Facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
- Other exams-related administrative tasks

This job description may not necessarily be a comprehensive description of the post. It may be reviewed and subject to modification or amendment at any time after consultation with the post holder.

2 Person Specification/Selection Criteria

The post-holder will be expected to be able to demonstrate the following attributes:

2.1 Be flexible
2.2 Have effective communication skills
2.3 Be confident
2.4 Have a reassuring presence to candidates in exam rooms
2.5 A commitment to Equity, Diversity and Inclusivity underpinned by willingness and ability to contribute to the holistic implementation of this demonstrated in performing the duties of the post.