



## **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 2025 mock exam season will run from late February to early March with the summer examination season running 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 Officer 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 9am and the afternoon session at 1.30pm, although Examination Invigilators will need to be on duty at 8.15am 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 <https://kingsolomonacademy.org/current-vacancies>. The deadline for applications is **7<sup>th</sup> February 2025**. Please note we will be reviewing applications on an on-going basis and this role may close earlier than advertised depending on the level of response. We strongly encourage to submit your application at your earliest convenience.

For an informal conversation about the role, please contact Camilla Al-Hariri, the Exams Officer on 0207 563 6900.

## **Job Description: Examinations Invigilator**

<b>Reports to:</b>	Examinations Invigilator
<b>Start date:</b>	May 2025 temporary until June 2025
<b>Hours:</b>	Casual
<b>Salary:</b>	£14.78 per hour

### **The role**

To support the 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 Safe Recruitment Procedure**

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

## **Disclosure**

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

## **Reference checking**

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information.