



Position: Casual Examinations Officer

Salary/Hours: £13.05 per hour

Start Date: Immediate / dependant on exam timetables



Dear Candidate

Thank you for your interest in joining us at Bexhill Academy. We are a happy and supportive team where wellbeing matters.

Bexhill Academy is part of the Attwood Academies Trust. We are a larger than average 11-16 mixed school serving the coastal town of Bexhill-On-Sea, East Sussex, with approximately 1500 students currently on roll. Bexhill is seaside town renowned for the De La Warr Pavilion and being the home to the first British motor race!

Working at Bexhill Academy, whether as support staff, an ECT, an experienced teacher or a leader, there is an opportunity for you to work with some passionate, hardworking and inspiring students and staff. The Bexhill community is a very special place and we are privileged to be working in a state-of-the-art building with modern facilities throughout.

At Bexhill Academy, we encourage students to aim high and we support them in pursuing their dreams. We offer challenge to all abilities stretching the minds of the most able to become enquiring and independent thinkers, yet offering support to those who find their studies more challenging.

We offer a number of excellent staff benefits for our employees including a comprehensive Employee Assistance Programme (EAP) and a Healthcare Scheme.

We are partnered with Mulberry Multi Academy Trust in London which has excellent CPD opportunities so we encourage and support progression. There is so much on offer for you at Bexhill Academy.

If you are passionate about your career and what you can offer to Bexhill Academy, we would love to hear from you.

We look forward to meeting you,



Dr Craig Neal

Headteacher

Job Advert

Bexhill Academy is looking to appoint Casual Examinations Invigilators for this academic year and beyond.

This is a casual role that would suit individuals who are calm, organised, flexible, with good communication skills who would be able to help manage students in an exam environment. Experience of invigilating examinations within an educational environment would be an advantage, but not essential. Full training will be provided

Exams series vary but are mainly during February, May, June and November, although other testing may occur at other times of the year.

Our school is unique, exciting and innovative – our philosophy is inclusive and founded on respect. If you feel this fits with your own value set and you have a track record of leading change, raising standards and you strive for excellence, then this might be just the role for you.

We aim to recruit staff who:

- Love the processes of teaching and learning and are keen to continually develop their own skills;
- Recognise that teaching can be a demanding job and react positively to those demands;
- Will subscribe to the ethos of the Academy and be committed to get the very best from our students;
- Take every opportunity, in and out of the classroom, to talk to students, model expected behaviours and build positive relationships;
- Remain at the forefront of pedagogy, educational research and debate.
- See themselves as having the potential to become senior school leaders of the future.

Closing Date: Rolling

Interview: a convenient date will be arranged when the right candidate applies

Pre-Application enquiries are encouraged. Please contact the examinations officer Penny Heynes via penny.heynes@bexhillacademy.org

Please see our website www.bexhillacademy.org under 'about us' and then 'vacancies' for more details. Please note that we do not accept CVs or approaches from agencies. Completed Bexhill Academy teacher application forms should be sent to academyhr@bexhillacademy.org

Bexhill Academy is committed to safeguarding and promoting the welfare of children and young children, therefore all positions are subject to an Enhanced Disclosure and Barring Service check (DBS).

Job Description

Teaching and Supporting at Bexhill Academy

Teachers and support staff at Bexhill Academy make the education of their pupils their first concern. They seek to achieve the highest possible standards in work and conduct, act with integrity and have strong subject knowledge. Through endeavour, they keep their knowledge and skills as current as possible, remaining at the forefront of pedagogy and educational research.

Post: Invigilator

Accountable to: Examinations Officer / Head of School

Salary: from £13.05 per hour

Principal Accountabilities:

To be responsible for conducting examinations for pupils, ensuring that all JCQ regulatory requirements are adhered to strictly.

"Invigilators have a key role in upholding the integrity of examination/assessment process. The role of the invigilator is to ensure that the examination is conducted according to these instructions in order to;

a) Ensure all candidates have an equal opportunity to demonstrate their abilities;

- b) Ensure the security of the examination before, during and after the examination;*
- c) Prevent possible candidate malpractice;*
- d) Prevent possible administrative failures.”*

JCQ Instructions for Conducting Examinations booklet

Main Functions – All Invigilators

Follow the school’s Staff Code of Conduct Policy, maintain confidentiality and conduct yourself at all times in an appropriate, professional manner.

Before the Examination:

Ensure or assist in ensuring the examination room is set up according to JCQ Regulations as set out in the ‘Exam Room Checklist’ which must be checked/confirmed and signed.

Assist in laying out candidates’ cards.

Ensure that appropriate equipment and stationery is laid out.

Check and place out correct examination paper for each candidate. Once placed out, examination papers must **NEVER** be left unattended.

Be aware of candidates’ Access Arrangements and lay out correct ‘Access Needs’ cards as appropriate. Some candidates may also have medical conditions.

Ensure that candidates only bring into the examination room equipment and stationery that is allowed.

During the Examination:

To assist the Lead invigilator with the attendance register, seating plan and check identity of candidates, if requested.

Be familiar with the Emergency Evacuation/Lockdown Policies.

To supervise the candidates throughout the whole examination process; from the time they enter the examination room until they leave the room and give complete attention at all times to this duty.

Accurately record all activity on the 'Exam Log', including toilet breaks, late arrivals, transferees and candidates who have been moved seats. The 'Exam Log' should also state if there is no such activity.

Bring any misconduct/malpractice by a candidate to the attention of the Lead Invigilator immediately and fully record the details on the 'Exam Log'.

Be aware of how many students are in the room and which examination each is sitting.

Maintain the correct invigilator/candidate ratio at all times.

Ensure that the correct extra exam stationery and correct extra papers for the relevant Examination Board are given out.

Escort students for approved breaks.

After the Examination:

Maintain the integrity of the examination room requirements until candidates have left the room.

Ensure that candidates who have used Word Processors have correctly saved, printed out and signed their work.

Collect examination papers, ensuring there are no missing scripts and sort into numeric order. Separately collect any other additional examination material. Keep secure and return to the Examinations Officer.

Collect candidates' cards, 'Access Needs' cards and equipment from desks.

Assist in 'setting up' for next examination.

Additional Requirements

Be willing to undertake to the appropriate standard, relevant training for the role, e.g. Safeguarding, Child Protection and online invigilator training etc.

Assist lead invigilator if requested.

Bring to the attention of the Examinations Officer any matter that may affect your employment.

Extended Invigilator Role

Salary: Minimum basic £12.28/hour, casual hours, term time only.

In addition to the basic job description, this role is a clear step towards the lead invigilator role. Staff in this role have to demonstrate varied and flexible experience, confidence and knowledge of all exam rooms and Access Arrangements.

- Staff will have the additional responsibility of mentoring new invigilators.
- Covering the lead invigilator in the sports hall during breaks and absences.

Lead Invigilator Role

Salary: Minimum basic £13.70/hour, casual hours, term time only.

In addition to the basic job description the lead invigilator is responsible for the exam room.

- Contact the Examinations Officer if an invigilator or a candidate raises a concern or a problem with a paper.
- Give clear instructions to candidates about the conduct of the examination and ensure that they fully understand what is required of them.
- Complete the Attendance Register, seating plan and check the identity of candidates.
- Ensure that all invigilators are familiar with the Emergency Evacuation/Lockdown Policies and allocate rows of candidates to individual invigilators as necessary.
- Report to the Examinations Officer any misconduct/malpractice by a candidate suspected or identified by invigilators/other candidates.
- Ensure that efficient timekeeping is maintained. End the exam.
- Replenish equipment/check correct extra paper is removed/replaced according to Examination Board.

Sports Hall Lead Invigilator

Salary: Minimum basic £14.48/hour, Casual hours, term time only.

In addition to the basic job description, the Sports Hall Lead Invigilator will:

- Be flexible to lead in all exam rooms.
- Have experience of Academy exam procedures.
- Be responsible for maintaining the integrity of exams in the sports hall for a large number of candidates and invigilators.
- Be confident to speak directly to the Head of Centre in the absence of the exams officer.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

All employees are expected to be courteous to colleagues.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. The job description is current at the date shown, but following consultation with you, may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful applicant will be subject to an Enhanced DBS check.

Staffing:

Staff Development: Recruitment / Deployment of Staff:

- To take part in the academy's staff development programme
- To work as a member of a designated team and to contribute positively to the team ethos.

Quality Assurance:

To contribute to the quality assurance procedures and policies of the academy.

Management Information:

- To maintain appropriate records and to provide relevant accurate and up-to-date information as appropriate for teaching colleagues/parents and carers and external agencies.
- To be responsible for developing and maintaining personal development records

Communications:

- To communicate effectively with colleagues, the parents of students as appropriate
- Where appropriate, to communicate and cooperate with persons or bodies outside of the school
- To follow agreed policies for communications in the academy

Management of Resources:

- To contribute to the process of the ordering department supplies through the appropriate channel.

Other Specific Duties:

- To play a full part in the life of the academy, to support its distinctive aim and to encourage staff and students to follow this example
- To continue personal development as agreed
- To comply with the academy's health and safety policy and undertake risk assessment as appropriate

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The job description is current at the date shown, but following consultation with you, may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful applicant will be subject to an Enhanced DBS check.

Person Specification

Criteria	Essential	Desirable
Education	A good standard of education.	
Qualifications		
Experience		Previous experience of invigilating examinations in a school environment.

<p>Knowledge</p>	<p>A sound knowledge of the school's examination policy and procedures (or a willingness to learn).</p>	
<p>Skills & Abilities</p>	<p>Ability to:</p> <ul style="list-style-type: none"> Demonstrate accuracy and attention to detail. Relate to candidates empathetically yet maintain an air of authority. Communicate with candidates and other members of staff clearly and accurately. Reassure anxious candidates when necessary. Work as part of a team or alone as necessary. Demonstrate effective oral and written communication skills. Act on own, after instruction from the Examination Officer, in dealing with any unexpected problems that arise. 	
<p>Personal Qualities</p>	<p>Ability to:</p> <ul style="list-style-type: none"> Be positive in outlook. Fit in and work within a team environment. Demonstrate a flexible approach to work. Offer reliability and punctuality. Keep calm under pressure or during unexpected circumstances. Demonstrate common sense and initiative. Offer a solution based approach to problems. Be firm but fair at all times. Display sensitivity and understanding towards candidates. <p>Willingness to:</p> <ul style="list-style-type: none"> Participate in in-house training for the role Maintain confidentiality on all school matters 	

Commitment and other requirements

Our School

Creating the Best Opportunities for All

At Bexhill Academy, we strive to create equal opportunities for all our students, ensuring that they have access to the best resources and support to thrive academically and personally. Our inclusive approach celebrates diversity, fostering an environment where students from all backgrounds can learn from one another and develop essential life skills such as empathy, tolerance, and respect. We provide a variety of academic pathways and personalized support systems, tailoring our educational approach to meet the unique needs and aspirations of each student. By nurturing their individual strengths and talents, we equip our students with the skills and knowledge needed to succeed in an ever-changing world.

It's important for us to recognise that the little things matter. Smart uniform, manners, kindness, and punctuality are something we promote within our academy as we feel this embeds a deep sense of pride and self-respect within our students.

In conclusion, Bexhill Academy is dedicated to providing an exceptional educational experience that combines academic excellence, personal growth, and a supportive community. We foster a culture of aspiration, challenge our students to reach their full potential, and create equal opportunities for all. Join us at Bexhill Academy, where we believe in the power of education to transform lives and shape a brighter future.

Wellbeing

We understand that well-being is paramount to academic success. Our school offers a comprehensive well-being program for staff and students that focuses on building resilience, promoting a healthy lifestyle, and equipping us all with the tools to manage stress and navigate challenges. Through a range of extra-curricular activities, student leadership opportunities, and community service initiatives, we actively encourage personal growth, self-discovery, and the development of essential life skills. Our dedicated

well-being team provides guidance and support, ensuring that staff and students have access to the resources they need to flourish both inside and outside of the academy.