



Applicant Pack



Exam Invigilator

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TO BE
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www.pinnaclelearningtrust.org.uk



Welcome from the HR Central Services Team

We are delighted you have expressed interest in a vacancy with The Pinnacle Learning Trust. Should you have any questions over the position or the application form, please contact the Human Resources Department for assistance on 0161 287 8001.

All completed applications must be returned by 12 noon on the closing date on the advert.

We cannot accept information held on CV's and therefore your application and accompanying statement must show all information about yourself and how you meet our requirements, using the job description and person specification will assist you with this. Please provide a day-time contact number on your application form.

You should remember to include information on all your previous employment roles and qualifications gained from secondary school onwards, covering any gaps in employment which are longer than 2 months, detailing what you were doing and how you were supported.

Teaching staff roles only are requested to provide results from the last three academic years within the application process.

In the meantime, may we take this opportunity to thank you for your interest in working with us and we look forward to receiving your completed application.

Best regards,
HR Central Services

*If you require this or any of the documents in an alternate format please contact a member of the Human Resources Department.



The Exams Team

As an Exam Invigilator, you will join the friendly and professional Exams team at Oldham Sixth Form College, which currently consists of two full time team members. The Vice Principal Quality oversees the Examinations Team and works jointly with the Student Services Team to ensure the accuracy of student data.

The Exams team works closely with teaching and non-teaching colleagues across college to provide an effective and efficient exams administration service for students. We have approximately 2300 students, the majority of whom will take formal examinations throughout their time at OSFC. External examinations carried out in college include GCSE, AS and A Level, T Level and Vocational exams. Internal assessments (mock exams) are also administered by the team.

The Invigilator will supervise students based on the demand as outlined above. The department, and this role, is vital to the experience and success of the students and the college.



Job Description & Person Specification

Exam Invigilator/Lead Exam Invigilator

Purpose of the post

The post holder will assist the Exams Department in the effective delivery of the external examinations through supervising examinations and ensuring that the guidelines and regulations for the integrity and security of the examination papers and procedures are followed during an examination session.

Summary of Main Duties and Responsibilities

Specific responsibilities:

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Oldham Sixth Form College regulations and instructions.

To have a key role in upholding the integrity and security of the external examination/assessment process:

Before examinations

- Report to and be briefed by the Exams Office prior to each exam session.
- Keep confidential exam question papers and materials secure before, during and after exams
- Ensure exam rooms are set up according to the requirements.
- Admit candidates into exam rooms under formal examination conditions.
- Give full attention to conducting the examinations properly.
- Identify candidates and seat candidates according to the required arrangements.
- Distribute the correct question papers and exam materials to candidates.
- Instruct candidates in the conduct of their exams.
- Deal with candidate questions.
- To ensure all candidates are aware of the pre-exam start information and of any erratum notice that may affect them by making clear and audible announcements to the room.
- Start exams including relevant announcement(s).

During examinations

- Supervise and observe candidates at all times and be vigilant throughout examinations.
- Keep disruption in examination rooms to a minimum.
- Ensure that completed exam scripts are collected, accurately tallied, and delivered to the Exams Office and/or that students have successfully submitted their answers digitally.
- Deal with emergencies or irregularities effectively.
- Record/report any incidents, disruption or irregularities.
- Complete attendance registers.
- Deal with candidate questions according to the regulations.

After examinations

- Instruct candidates in finishing their examinations and collect examination scripts and materials.
- Dismiss candidates from the examination room.
- Check candidates' names on scripts, match the details on the attendance register.
- Securely return all examination scripts and materials to the Exams Office.
- Submit a full and accurate report for each session recording any incidents, disruptions, or suspected irregularities.

SLT OFFICE

Other tasks

- Undertake training, update and review sessions as required.
- To be aware of the evacuation procedure.
- (prior to invigilating any external examination in a new academic year) Undertake relevant online/ in person invigilator training and assessment for that academic year.
- Undertake, where required and where able, other duties requested by the Exams Office, for example:
 - centre supervision of examination timetable clash candidates between examination sessions.
 - facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided).
 - other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'.

Responsibilities of a Lead Examination Invigilator (if applicable)

The following responsibilities are additional to those on the Invigilator description:

- Be the contact person for all SLT/ Exams Office queries for your allocated Exam Room.
- To coordinate the activities of the invigilating team within the exam room, allocating them to roles as required to ensure that the exam room starts on time.
- Ensure that invigilators receive a break, while maintaining the ratios and service level, where they are working full days and/or supervising students over lunch.
- To be responsible for all access arrangements and clash supervision students in their room, and ensure they are supervised according to regulations as required.
- Take the lead in any disruption/ malpractice instances and follow Awarding Board procedures in collecting required information.

Requirements of All College Staff:

- To promote and uphold the College Mission Statement, values and strategic aims and objectives.
- To comply with the College's policies and procedures, including those relating to health and safety, safeguarding, welfare and security.
- To work positively and inclusively with colleagues, students, parents and other partners regardless of their gender, ethnicity, sexuality, age or disability.
- To attend briefings and staff meetings as required.
- To participate in the College's Performance Management Review scheme and undertake professional development and training as required.
- To be a positive role model and take responsibility for promoting good standards of behaviour and conduct in students.
- To undertake other duties that are in accordance with the purpose and grade of the post as agreed with the Principal or Deputy Principal or designated alternate.

Relationship to other posts within the College

Line Management from: Examinations Manager

	Essential	Desirable	Method of Assessment
Experience			
Experience of working with young people		✓	Application/Interview
Experience of working as part of a team		✓	Application/Interview
Previous experience of invigilating		✓	Application/Interview
Skills and Knowledge			
Excellent organisational skills	✓		Application/Interview
Well-developed written and oral skills	✓		Application/Interview
Education and Qualifications			
Good Standard of Education	✓		Application
Minimum Level 2 qualification in numeracy and literacy (i.e. GCSE Maths and English at grade c or above) or able to demonstrate level of ability.	✓		Application
Attitude and Personal Qualities			
Accuracy and attention to detail	✓		Application/Interview/References
Ability to work independently and as part of a team	✓		Application/Interview/References
Confidence in your abilities to deal with problems as they arise in a professional manner.	✓		Application/Interview/References
Ability to multitask, work under pressure and meet deadlines	✓		Application/Interview/References
A proactive approach and willingness to contribute to departmental improvements	✓		Application/Interview/References
Good Interpersonal skills and ability to establish and maintain good working relationships with others.	✓		Application/Interview/References
Patience and ability to remain calm	✓		Application/Interview/References
Suitability to work with children	✓		Enhanced DBS clearance/References
Commitment to equality of opportunity and anti-discriminatory practice.	✓		Application/Interview
Sensitivity to community issues	✓		Application/Interview
An enthusiastic and flexible approach to working routines and practices	✓		Application/Interview/References
Empathy with the 16-19 year age group and the provision of a quality service for young people	✓		Application/Interview

How To Apply

To apply, please click [here](#).

Additional Reasons to Join Us:

- Automatic enrolment into a Pension Scheme
- Cycle to work schemes available
- Various health and wellbeing benefits (including on site gym membership at Oldham Sixth Form College and The Hathershaw College)
- Free on-site parking
- Excellent opportunities for CPD and career development
- Please see our Join The Pinnacle Learning Trust Booklet for more reasons to work for the Pinnacle Learning Trust.

Commitment to Safeguarding

The Pinnacle Learning Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment. Applicants must be willing to undergo pre-employment checks. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check. The Pinnacle Learning Trust is an Equal Opportunities Employer and welcomes applications from underrepresented groups and ethnic minorities.

“Educational organisations can often have a culture that is somewhat bureaucratic and punitive, but our trust isn’t like that. We have a human side, which we show in abundance, and we really support each other. Things like behaviour management, for example, are a team effort - no-one is just left on their own.”

Rebekah Sutcliffe, Trustee and former senior police officer and director in local government

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**To find out
more or to
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