

Exam Invigilator

Job Description and Information



WELCOME

Welcome to Ormiston Ilkeston Enterprise Academy, a school full of warmth and purpose.

I take enormous pride in leading an incredible team of staff who are resolute and steadfast in their determination to improve the life chances of our young people and address educational disadvantage in our setting.



We are looking for like-minded individuals as we expand our team to accommodate growing student numbers. Having recently been rated as Ofsted Good, it is an exciting time to join us!

Our success to date is due to the fact we live and breathe our CARE values of Courage, Ambition, Respect and Excellence. These values help to determine our strong culture and create a climate in which every member of the school community is able to develop and improve. We are relentlessly positive and passionately care about the community that we serve.

Colleagues enjoy working here as we prioritise and build a sense of belonging. There is a calm and purposeful atmosphere around the academy, with high standards set for all aspects of academy life.

We adopt a 'work to live' mentality meaning workload is carefully considered with a range of common-sense initiatives deployed, these typically include access to wellbeing days and a sensible approach to flexible working. Our team buys into our philosophy of continuous improvement and benefit from the 'development over judgement' mantra. We realise and appreciate that staff are our greatest resource.

I appreciate that I might be biased but this is a truly great place to work, and you won't regret applying. Come for a visit beforehand and see for yourself.

We look forward to meeting you soon,

Mr Simon Leach
Principal



Exam Invigilator

Casual hours as and when required by arrangement

Scale: £14.22 per hour

Start as soon as possible

If you are someone who is passionate about their job, enjoys working with young people and is determined to make a real difference to the children, then this could be the role for you.

We are looking for reliable and enthusiastic individuals to join our team as Casual Exam Invigilators. This role plays a vital part in ensuring our examinations run smoothly, fairly, and in accordance with exam board regulations.

We are seeking to employ staff who have a thirst to develop young people and build teams committed to academic and personal development success. This is a fantastic opportunity to play a key role in influencing positive learning and life outcomes for our students.

If successful in your application, you will also benefit from being part of Ormiston Academies Trust, a MAT of 44 primary and secondary academies. The Trust's vision is for all young people to have access to the highest academic, social and practical skills required to achieve their full potential. OAT support all staff so that they can enhance and develop their professional skills whatever their role within the trust.

We offer a competitive package of benefits for our staff including:

- *A network of exceptional support staff, teachers, middle and senior leaders*
- *A supportive and collaborative working environment*
- *The opportunity to achieve career development through excellent CPD opportunities (at a trust and school level)*
- *Vivup – lifestyle saving, cycle to work scheme, car salary sacrifice scheme, and employee assistance programme*

Visit us online at: <https://mynewterm.com/jobs/137109/EDV-2025-OIEA-25322> where you can find further information and details on how to apply. Please note that CVs are not accepted.

For an informal chat or to arrange a visit please email kmeakin@oiea.co.uk who will facilitate.

Closing date for applications: Friday 3rd October 2025

Interviews to be held – TBC



Job Description

Post: Exam Invigilator

Scale: £14.22 per hour

Hours: Casual hours as and when required by arrangement (Part-time)

Responsible to: Examinations Manager, or Designated Line Manager, which may be a Senior Examinations Invigilator

Purpose:

To work as part of a team of invigilators supervising and supporting students undertaking examinations (internal and external) in accordance with legal requirements and academy policy. There are many occasions throughout the year when assessments and mock examinations take place in the academy

Key Roles and Responsibilities:

To assist the Examinations Officer/Senior Invigilator in the smooth and efficient administration of examinations.

- To provide reading/scribe support for students on a 1:1 basis or small groups.
- To ensure appropriate preparation of the examination room, to meet the requirements of the individual exam.
- To ensure examination papers are received/stored appropriately in a secure location within the examination room.
- To open and check materials received, in accordance with the Examination Board Regulations, allowing sufficient time to identify and resolve any discrepancies.
- To liaise with the Examinations Officer to ensure that you are aware of any students who may have special consideration (e.g. extra time allowed).
- To assist in admitting the candidates to the examination room and enabling them to find their allocated seats quietly and efficiently.
- To distribute question paper, answer booklets and associated materials at the beginning of the exam (under direction by the Senior Invigilator).
- To assist in the efficient timekeeping of the examination.
- To supervise the candidates in a quiet and unobtrusive manner to ensure that regulations on conduct, communication etc, are strictly observed.
- To respond to candidates' queries in accordance with the examination regulations.
- To distribute additional paper/equipment as necessary.
- To ensure that any minor behavioural issues are dealt with in line with academy policy and to report any breaches of the Code of Conduct to the Senior Invigilator/Exams Officer immediately.
- To escort and supervise candidates who may need to leave the examination room to go to the toilet, or in an emergency.
- To collect/sort papers at the end of the examination under the direction of the Senior Invigilator.
- To ensure that the examination room is clear and tidy, and that the equipment box is fully stocked, ready for the next examination.
- To attend regular training sessions as requested, to ensure compliance with the rules and regulations set out by examining boards.
- To carry out other duties appropriate to this position, as instructed by the Examinations Officer/Senior Invigilator.

Ormiston Ilkeston Enterprise Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The Academy's Child Protection and Safeguarding Policy can be found on our website: <https://www.oiea.co.uk/admin/wp-content/uploads/sites/21/2024/04/Child-Protection-and-Safeguarding-Policy-April-2024-1.pdf>

Suitability checks will be undertaken including two satisfactory references, medical clearance, Enhanced DBS check, including Children's Barred List, confirmation of qualifications, Prohibition Order or Interim Prohibition Order, verification of i.e. and of the Right to Work in the UK, Proof of NI Number.

Please see Person Specification on the next page.

Person Specification

Post: Exam Invigilator



Hours: Casual hours – as and when required by arrangement

| Essential Requirements | Essential/Desirable |
|--|----------------------------|
| Experience of working in an education environment | D |
| Able to arrive on time and commit to scheduled exam sessions | E |
| An understanding of examination processes | D |
| Effective oral/written communication skills | E |
| Numeracy | E |
| Accuracy and attention to detail | E |
| Flexible approach to work and working short notice during peak periods | E |
| Ability to relate to academic staff and students | E |
| Ability to work under pressure and to tight deadlines | E |
| Maintains a calm, patient, and neutral approach in all situations | E |
| Understands the importance of confidentiality and compliance with exam regulations | E |



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