

**Empowering futures:
for a better tomorrow**



Join us as an Exam Invigilator at Dawlsh College.

We are looking for individuals with good communication skills who can work independently and as part of a team. Work is available during key exam periods (March, May-July & November-December) with additional opportunities throughout the year.

This is a great opportunity if you would like occasional work that fits around your life whether you're retired, studying, working part-time, or simply want extra hours you can pick up at key points of the school year.

Full training provided.

Casual Work available during term time – dates subject to the Exam timetable
£12.85 p/h plus holiday pay





Welcome

Everything we do across our family of 8 schools in our Trust is focussed on our mission to deliver a high-quality and inclusive education for our pupils.

Dawlish College is more than a school, it is a place where ambitions are unlocked. We are united in our commitment to inspire, support and challenge one another to achieve success in all its forms. If you share our commitment to eradicating educational disadvantage for the children and families we serve, we would love to hear from you.

Please take some time to learn a bit more about our school and our Trust, and what makes us, us, our values. We feel it is an exciting time to contribute to the work of our school. We hope to meet you soon.

The opportunity: work as an Exam Invigilator

Are you reliable, calm under pressure and looking for occasional work that makes a real difference?

Are you looking to earn some extra income during term time while doing something really worthwhile?

We are looking to grow our team of **Casual Exam Invigilators** to support the smooth running of examinations throughout the year.

About the work:

As an Exam Invigilator, you will:

- Supervise our pupils during exams to ensure a fair and secure test environment
- Distribute and collect exam papers and materials
- Follow procedures to maintain exam integrity
- Provide support to students in line with regulations.



If you are great at communicating with young people and are equally happy working on your own or in a team, we would love to hear from you.

The busy exam periods are during March, May to July & November to December. Working hours are variable depending on the school's requirements, dates and hours are negotiable.

What makes working in our school special

What sets our school apart is our unwavering commitment to both excellence and inclusion. We are a vibrant, innovative, forward-thinking community where every student is valued, supported, and encouraged to thrive. Here, staff, our team of casual workers and our students work together to build confidence, nurture talents, and ensure that everyone feels a true sense of belonging. By joining us, you'll be part of a team that believes in the power of education to transform lives and in the importance of making that transformation accessible to all.

We are looking for someone who:

- Shares our commitment to fairness, integrity, and inclusive education
- Remains calm under pressure and can maintain a focused, orderly exam environment
- Is observant, patient, and an effective communicator
- Is organised, proactive, and works well as part of a team
- Is reliable and punctual
- Acts as a positive and professional role model at all times
- Values being part of a dedicated team committed to high-quality exam provision
- Is committed to safeguarding, fair practice and upholding exam regulations

We offer:

- The opportunity to earn income doing work that is really worthwhile.
- The opportunity to work with a great team who are invested in growing the potential of others.

How to apply

More information on the duties of the role can be found in the role description included on the following pages. To apply please complete our application form and take the opportunity to share with us how your skills and experience and skills and abilities meet those detailed in the person specification.

If you would like to discuss this opportunity further or would like to come and visit us, please contact Ashleigh Atkins via email: aatkins@dawlish.devon.sch.uk. To learn more about our school, please visit our website by clicking [here](#).

The closing date for applications is **Thursday 19th March at 9:00am**. If you have any questions about the application process, please contact us via My New Term or at recruitment@ivyeducationtrust.co.uk

Interviews will be arranged once applications have been reviewed, with a view to interview **w/c 23rd March**.

We are totally committed to the safeguarding and welfare of all our pupils, and we expect you to be too. We follow safer recruitment statutory guidance (Keeping Children Safe in Education). If you're successful, you'll be required to complete thorough pre-employment checks, including an Enhanced DBS check and references that are satisfactory to our Trust. All posts in our Trust are exempt from the Rehabilitation of Offenders Act (ROA) 1974.



Description of the work available: Exam Invigilation at Dawlish College

Casual Hours This year we have work available from May to July & November to December work is available on a variable-hours basis

Pay rate: £12.85 per hour plus holiday pay

Nature of work: Casual Hours (Term-time only)

Responsible to: Our Examinations Officer

Key responsibilities and duties:

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.

- To understand and carry out all invigilator duties in accordance with the JCQ Information for Conducting Exams (ICE) booklet, updated annually
- To assist in the setting up of examination rooms
- To ensure candidates enter and exit the examination room in accordance with exam board regulations
- To ensure all candidates receive appropriate examination question papers and answer paper
- To be aware of any needs that candidates may have during an examination
- To ensure answer scripts are collected in candidate number order and are supervised as required until they are delivered to the exams officer, in accordance with exam board regulations
- To ensure candidates obey the regulations of an examination room as laid out in the exam board regulations
- To maintain security and confidentiality
- To ensure no inappropriate items are brought into the examination room, such as mobile phones, watches, revision notes or other paperwork unless told otherwise
- Ensure all candidates are aware of the pre-exam start information and of any erratum notice that may affect them
- To ensure there is no talking or disruption for the candidates once an examination has begun
- To ensure all candidates are seated before opening the question papers
- To ensure that invigilators **do not** help candidates in any way with the question paper
- To ensure correct procedures are followed in the event of an emergency evacuation



- To assist in other activities as may reasonably be requested by the centre from time to time

Other duties

- Place the safeguarding of all children in the school as the highest priority.
- Be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the school's safeguarding policies. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS with barred list check.
- Maintain an understanding of and work within Trust and School policies, procedures and statutory regulations, including in respect of health and safety, equality and inclusion, GDPR and data protection, safe use of IT, safeguarding children and safer working practices.
- Conduct oneself in a manner befitting someone working in education at all times, demonstrating the behaviours and standards of our code of conduct.
- Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the level of responsibilities of the work you are paid for.

Person specification

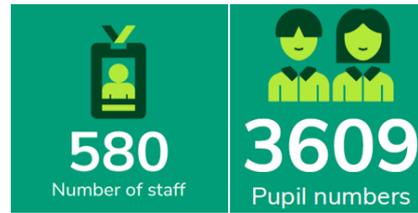
We are particularly looking for the following qualities and experience:

Assessment criteria - evaluated from application form (A) and / or interview (I)	Essential	Desirable
Qualifications:		
Educated to GCSE grade C level (or equivalent) in both Maths and English (A)	✓	
Educated to A Level or above (A)		✓
Experience:		
Proven successful track record in carrying out administrative duties (A/I)	✓	
Proficient in a range of ICT packages, including Microsoft Office (A/I)	✓	
Proven successful track record in examination administration (A/I)		✓



	Essential	Desirable
Assessment criteria - evaluated from application form (A) and / or interview (I)		
Knowledge:		
Working knowledge of ARBOR, particularly Exam Organiser (A/I)		✓
Working knowledge of processes, procedures and systems within an educational environment (A/I)		✓
Knowledge of Awarding Body regulatory requirements (A/I)		✓
Customer focused environment (A/I)	✓	
Skills:		
Good communication skills, especially with young people (I)	✓	
Effective time management and organisational skills (A/I)	✓	
High standards of personal and professional conduct (A/I)	✓	
Flexible and adaptable with the ability to work calmly and professionally under pressure (I)	✓	
Ability to work effectively as part of a team and on own initiative to meet own and shared objectives (I)	✓	
Ability to recognise and understand the need for confidentiality (A,I)	✓	
Ability to form and maintain appropriate professional relationships and personal boundaries with pupils (I)	✓	
Willingness to participate in training/ development as/when identified by line manager (I)	✓	
Understanding of safeguarding issues and promoting the welfare of children and young people (I)	✓	
Suitability to work with children (A,I)	✓	





Our Trust

Our Schools

We support 8 schools/colleges, (5 primaries and 3 secondary schools) across Teignbridge in South Devon. Each of our schools has its own identity and character. Choice and variety in educational provision is important to us.

Connected not just by our geography, we work closely across our schools and with partners to share ideas, resources, best practice and learning. We are constantly working to improve and develop our provision.

Cockwood Primary School	
Kenn Church of England Primary School	
Kenton Primary School	
Starcross Primary School	
Teignmouth Primary School	
Dawlish College	
Newton Abbot College	
Teignmouth Community School	

Our vision and mission define our purpose.

Our vision: **‘Empowering futures; for a better tomorrow’**

Our vision describes what we would like to accomplish. It is future focused, setting our long-term goal for both pupils and ourselves. We believe that through our work we can change lives. This inspires and motivates us to be better every day.

Our why:

Our mission describes why Ivy exists: **‘To deliver an ambitious, high-quality, inclusive education’.**



Our how:

Our values are what makes us, us. Whilst our schools have their own unique identities, our values are what we have in common, they guide us in how we approach our work and empower us to be successful.

Being Ivy. Our values:



Being Ivy. Through our behaviours we bring our values to life every day:

Courage

- Be bold
- Take changes
- Seize opportunities
- Take ownership

Compassion

- Listen to learn
- Be kind to self
- Be kind to others
- Take care of the world around you

Collaboration

- Stronger together
- Support others
- Many schools; one Trust
- #TeamIvy

Commitment

- Work hard
- Give it everything
- Be consistent
- Be accountable

If our values resonate with you, we would love to hear from you.

At Ivy Education Trust we are committed to safeguarding and promoting the welfare of children and young people and we expect all our staff and volunteers to share this commitment. All employees and casual workers are expected to undergo an Enhanced Disclosure and Barring check and pre-employment checks. Please note – our Trust operates a Smoke-Free Policy, and all staff and workers are prohibited from smoking in any of the Trust buildings, Trust sites including enclosed spaces within the curtilage of buildings, and Trust vehicles.

