

<b>Department name:</b>	<b>Exams Department</b>
<b>Post Details:</b>	<p><b>Invigilator – Permanent</b></p> <p>We are seeking to appoint Invigilators to be responsible for the supervision of external examinations and internal assessments in exam rooms.</p> <p>This is a key role in upholding the integrity and security of the external examination and internal assessment processes.</p> <p><b>This will be a casual post</b> Start date: As soon as possible</p> <p>Ad hoc hours which will vary throughout the year between 8.15am and 4.45pm according to operational needs</p> <p><b>Salary £11.63 including holiday pay</b></p>
<b>Staffing structure:</b>	There are currently 27 members of the team who report to the Lead Invigilators and Exams Manager and there is also an Exams Assistant in the Department.
<b>Services provided:</b>	<p>Aquinas has over 2000 full time 16-19 year old students with approximately 118 full time equivalent (FTE) teaching staff and 55 FTE support staff.</p> <p>The Exams Department provide advice, guidance and support for staff, students and parents/carers on all aspects of the examination process. We endeavour to ensure that external and internal exam processes are managed effectively and students receive a consistent experience.</p> <p><b>Post Focus:</b> Day-to-day this role will focus on:</p> <ul style="list-style-type: none"> <li>• Ensuring examinations are conducted following documented processes, procedures and regulations</li> <li>• Setting up/ensuring examination rooms meet the required regulations</li> <li>• Assist in admitting students into examination rooms in a calm and orderly way</li> <li>• Distribution and collection of examination materials ensuring integrity and security is maintained at all times</li> <li>• Ensuring students receive a consistent experience of exams to enable them to reach their potential</li> </ul>