



Candidate Pack
Exam Invigilator



Co-op Academy
Manchester

Welcome from the Principal

Thank you for your interest in applying for the role of Exam Invigilator at Co-op Academy Manchester. This is a casual contract and working hours will be negotiated for each exam period.

To be successful in this role you will have good attention to detail, be flexible and an excellent time keeper.

Experience is not necessary as full training will be provided.

Applicants should be computer literate.

Applicants should be available during November, January, February, March, May and June on an ad hoc basis.

The role of an Invigilator is key to ensuring Co-op Academy Manchester examinations are managed efficiently and effectively, in line with procedures and processes.

Tasks include preparing exam rooms, distributing papers and stationery, advising candidates of exam conditions, observing students during the exam and ensuring that all regulatory requirements are adhered to.

After the exam you are responsible for collecting exam materials and leaving exam rooms tidy.

This role would suit someone who is confident, flexible and adaptable and is available during the exam series.

Deadline for applications: Monday 28 April, 12pm

Interviews expected to be: TBC

To start ASAP

About the academy

The academy, based in Higher Blackley in North Manchester, has over 1,600 students on roll and is part of Co-op Academies Trust.

Co-op Academy Manchester was recently judged 'Good' by Ofsted in March 2023. Ofsted said that:

"Leaders, trustees and governors strive for all pupils at Co-op Academy Manchester to be successful. Pupils are encouraged to demonstrate the 'ways of being Co-op' in all that they do."

“Teachers have strong subject knowledge. They use their expertise to help pupils to learn well in lessons. Teachers who are not specialists in a subject receive appropriate and effective subject-specific training. This enables these teachers to deliver the curriculum equally well.”

“Leaders have thought carefully about the curriculum that they want all pupils to learn, including those with SEND. The curriculum is well organised. Subject leaders have thought deeply about the key knowledge that pupils should learn and the order in which this content should be taught.”

All academies in our Trust are united by our Ways of Being Co-op.

These are:

- Do what matters most
- Be yourself, always
- Show you care
- Succeed together

We are looking for colleagues who are up for a challenge; who want to make a real difference to the lives of the children they work with; who are committed to their own professional development and who want to be outstanding teachers, classroom assistants, administrators, leaders, and support workers across a wide range of roles in our academy.

We offer:

- The opportunity to work in a highly successful academy with a growing reputation as a high-performing educational setting.
- Excellent facilities
- Significant opportunities for professional development and growth within the academy and the Trust.
- The opportunity to work under the ethics and values of the Co-op.
- Co-op Academies Trust benefits package.

A note on safeguarding

- The academy is committed to the safeguarding and welfare of children and young people and expects all of its employees and volunteers to share this commitment. The post is exempt under the rehabilitation of the young offenders act 1974 and the amendments to the expectations order 1975, 2013 and 2020 and the successful applicant will be subject to an enhanced DBS check.
- All applications must be made through our application forms. We cannot accept CVs.

For any queries about the role (including booking an informal visit or discussion with the relevant leader) please contact the recruitment team via ruth.brice@coopacademies.co.uk or telephone 0161 795 3005.

Allan Glover
Principal

- Applications should be made via our recruitment website <https://co-opacademiestrust.face-ed.co.uk/Vacancies?establishment=00128.00029&filter=>
- Please get in touch via ruth.brice@coopacademies.co.uk if you would like to informally discuss the role or visit the academy.



Job Description

Job Title: Exam Invigilator

Salary / grade range	Salary: £12.25 per hour (plus holiday pay), Casual contract.
Location	Co-op Academy Manchester
Reports to	Exams Manager

Purpose of role

The role of an Invigilator is key to ensuring Co-op Academy Manchester examinations are managed efficiently and effectively, in line with procedures and processes.

Tasks include preparing exam rooms, distributing papers and stationery, advising candidates of exam conditions, observing students during the exam and ensuring that all regulatory requirements are adhered to.

After the exam you are responsible for collecting exam materials and leaving exam rooms tidy.

Responsibilities:

- Ensure a calm environment
- Help to organise students at the start and end of each exam
- Help to set up exam materials at the beginning of an exam
- Provide the correct information and material for the successful completion of the exam
- Ensure that the conduct of the exam takes place within the regulations set down by JCQ
- Whilst not disrupting the candidates it is important to be vigilant
- Refer suspected malpractice to the Exams Manager
- Attend training and refresher courses.

Main Duties:

- To ensure correct exam procedure is being followed
- To set up an exam room with the required materials
- Display starting and finishing times for the exams on the boards
- Display the Centre number on the boards
- Deal with any disturbances to the exam, report serious incidents to the Lead Invigilator
- Give a report in the event of any discrepancy or irregularity in the progress of an examination
- At the end of an exam ensure that the candidates details are accurate on the front of the answer booklet and any additional sheets used.
- Collect exam scripts in candidate number order
- Ensure all exam materials are collected at the end of an exam and exam rooms are left tidy.
- Return all exam papers and materials to the exams manager
- Be familiar with the document JCQ Instructions for Conducting Examinations
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Other

- The postholder will be subject to performance objectives, which will be agreed and reviewed annually.
- The postholder is expected to carry out such other duties as may reasonably be assigned by the Principal.
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.
- The person undertaking this post is expected to work within the policies, ethos and aims of the Academy. The postholder will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.

Person Specification

Personal attributes required (based on job description):		
Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T)
Qualifications <ul style="list-style-type: none"> • Achieved at least GCSE Level 	D	
Experience <ul style="list-style-type: none"> • Experience of busy work/school environment 	D	
Skills <ul style="list-style-type: none"> • Excellent organisational skills • A flexible approach to work • Ability to work under pressure • Accuracy and attention to detail • Ability to work on own initiative and problem-solve 	E	

<ul style="list-style-type: none"> ● Ability to relate to candidates yet maintain an air of authority ● Ability to communicate with candidates and members of staff clearly and accurately ● Effective oral and written communication skills ● Ability to work to predetermined instructions ● Ability to work as part of a team or alone as necessary ● Ability to keep calm under pressure or during unexpected circumstances ● Ability to judge when a decision is not yours to make ● Ability to be firm but fair at all times ● Computer literate 		
<p>Other</p> <ul style="list-style-type: none"> ● Reliability ● Punctuality ● Tactful and understands confidentiality ● Common sense and initiative ● Willing to undertake training and develop skills ● Committed to equal opportunities ● Willing to commit to the Academy values and behaviours. 		

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

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