



Job Title:	Invigilator
Based at:	Alcester Academy
Salary:	£13.68 per hour
Responsible to:	Exams Manager
Responsible for people:	The post has direct impact on the well-being of individuals or groups (i.e. physical, mental, social, health and safety), through contributing to the smooth running of internal and external examinations
Responsible for physical resources:	The post has considerable responsibility for physical resources, involving the careful, accurate, confidential and secure handling of examination scripts and equipment

Job Purpose

Responsible to Exams Manager for administering external and internal examinations in accordance with strict regulations issued by JCQ, awarding bodies and Alcester Academy. Invigilators play a key role in upholding the integrity of the examination/assessment process.

Main duties

Before exams

- to report to and be briefed by the exams officer prior to each exam session
- to keep confidential exam papers and materials secure before, during and after exams
- to ensure exam rooms are set out according to the instructions
- to admit candidates into exam rooms
- to identify, seat and instruct candidates in the conduct of their exams
- to distribute the correct exam papers and materials to candidates
- to deal with candidate queries

During exams

- to supervise and observe candidates at all times and be vigilant throughout exams
- to keep disruption in exam rooms to a minimum
- to deal with emergencies and irregularities effectively
- to record/report any incidents, disruption or irregularities
- to complete attendance registers
- to deal with candidate questions according to the regulations

After exams

- to instruct candidates in finishing their exams and to collect exam scripts

- to dismiss candidates from the exam room
- to check candidates' names on scripts match the details on the attendance register
- to securely return all exam scripts and exam materials to the exams officer

Other

- to attend training, update or review sessions as required
- to undertake, where required and where able, other duties requested by the exams officer, for example
 - supervision of clash candidates between exam sessions
 - facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
 - other exams-related administrative tasks

Health and Safety

- To ensure the school meets its Health and Safety responsibilities with regard to Data Protection guidance and legal requirements

Person Specification:

You will need:

- the ability to work as part of a team and be able to relate to both staff and candidates
- to be a confident and reassuring presence to candidates in exam rooms
- to work effectively under direction
- a good understanding of the examination process and JCQ regulations, and able to deal with difficult or urgent situations.
- to have effective communication skills – all communication in the examination rooms is verbal
- to be accurate and ensure attention to detail

We are looking for people who are discreet, mindful of candidates' needs and respectful of confidentiality. There is a requirement to be punctual, reliable and flexible.

All duties and responsibilities must be carried out with due regard to the Academy's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Academy's Equal Opportunities Policy.

Duties which include the processing of any personal data must be undertaken within the Academy's data protection guidelines.

All applicants will be required to complete an enhanced DBS check before commencing employment.

Privacy Notice for Applicants: How we use your information

What is a Privacy Notice?

A Privacy Notice sets out to individuals how we use any personal information that we hold about them. We are required to publish this information by data protection legislation. This Privacy Notice explains how we process (collect, store, use and share) personal information about job applicants.

What is Personal Information?

Personal information relates to a living individual who can be identified from that information. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

'Special category' personal information reveals racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

What personal information do we process about applicants?

The categories of applicant information that we collect, hold and share include:

- The information you have provided on your application form, including name, title, address, telephone number, personal email address, date of birth, gender, teacher number, employment history, qualifications, subjects taught and other training and development activities.
- Any test results which arise as part of this application process.
- Information about your current level of remuneration, including benefit entitlements.
- Information provided to us by your referees unless you have indicated otherwise on the application form.
- Any academic qualifications.
- Information on documents provided for the purposes of proving identity e.g passports, driving licences, birth certificates, and bank statements and utility or other invoices used for proof of address.

Where you have named referees on your application form, we shall assume that they have consented to being approached by us.

We may also collect, hold and share the following "special categories" of more sensitive personal information:

- Information such as gender, age, ethnic group, religious belief, sexual orientation.
- Information about your health, including any medical condition, health and sickness records.
- Information about criminal records.
- Information about being barred from working with children or vulnerable people.
- Any information you provide to us during an interview.

How is your personal information collected?

We collect personal information about candidates from the following sources:

- You, the job applicant.

- Disclosure and Barring Service in respect of criminal convictions and information about being barred from working with children or vulnerable people (once a job offer has been made).
- From former employers (once a job offer has been made).

For what purposes do we use applicants' personal information?

We will use your personal information to:

- assess your skills, qualifications and suitability for the role
- carry out background checks
- communicate with you about the process
- keep records
- comply with legal or regulatory requirements
- make salary payments and pay PAYE and NI on your behalf

We need to process your personal data in order to decide whether to enter into a contract of employment with you. It is ultimately in our legitimate interests to process personal data during the recruitment process and for keeping records of this process. Actively managing this data allows the recruitment process to be efficient and adequately confirm your suitability for the job.

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully.

Information about your disability status may be used in order to consider where reasonable adjustments need to be made during the recruitment process.

Information about your age, gender, race or national or ethnic origin, religious beliefs and sexual orientation will be used to ensure meaningful equal opportunity monitoring and reporting.

Collecting applicant information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Who might we share your information with?

We may share applicant information with members of our staff and Governors who are involved in the recruitment process, consultants/experts assisting with the interview process, HR providers, payroll providers (Strictly Education) and managers who hold vacancies.

Appropriate security measures have been put in place to prevent personal information being accidentally lost, used or accessed in an unauthorised way.

We will not share your data with third parties, unless your application for employment is successful and an offer has been made. They will only process personal information on our instructions and are subject to a duty of confidentiality.

Procedures are also in place deal with suspect data security breaches and you will be notified of a suspected breach where we have a legal obligation to do so.

What do we do with your information?

All personal information is held in a manner which is compliant with Data Protection legislation. Personal information is only processed for the purpose it was collected. Alcester Academy monitors the personal information it processes and will only share personal information with a third party if it has a legal basis to do so.

How long do we keep your information for?

In retaining personal information, Alcester Academy complies with the Retention Schedules provided by the Information Record Management Society. The schedules set out the Statutory Provisions under which Alcester Academy are required to retain the information.

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

What are your rights with respect of your personal information?

Under data protection law, applicants have the right to request access to information about them that we hold. To make a request for your personal information contact the School Data Protection Officer at Warwickshire Legal Services via email at schooldpo@warwickshire.gov.uk or alternatively;

School Data Protection Officer

Warwickshire Legal Services

Warwickshire County Council

Shire Hall

Market Square

Warwick

CV34 4RL

***Please ensure you specify which School your request relates to.*

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns>