



Job Description and Person Specification

Reports to:	Examinations Officer
Start:	As soon as possible
Salary:	£10.00 per hour
Location:	Wemborough Road, Stanmore, HA7 2EQ

The Role

To enhance the school's vision which aims to nurture each pupil on their own journey of self-discovery and is based upon the three key pillars of Educational Excellence, Character Development and Spiritual Insight.

Avanti House secondary school is an Inclusive Hindu faith school based in Harrow, open to students of all faith. The key responsibilities laid out here are those, which will be assumed by the successful candidate upon appointment.

Avanti schools are Hindu-designated faith schools. However, all staff members at Avanti House School will ***not be required to present themselves*** from any specific faith background and there will be no preference given in this regard. Applications are very welcome from practitioners of any faith and of none. The successful candidate will, however, be expected to be in sympathy with the unique ethos and vision of the School – following closely the expected behaviours laid out in the Ethos Handbook; be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection; reporting all concerns to the appropriate person.

The successful candidate will likely have a successful experience in a supporting role within a school although, you will receive essential training required for this post.

Main Purpose and Objective

- To Prepare for and manage the running of internal and external examinations
- To Supervise the running of Examinations in line with JCQ Guidance
- To support in relevant duties relating to Examinations



Main Duties and Responsibilities

To support the Exam Officer with day-to-day operation of examination venues. The activity may include:

- assisting with setting-up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures;
- assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues;
- offering advice and guidance to unregistered candidates without allocated seats;
- ensuring that candidates do not talk once inside examination venues;
- invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures;
- checking attendance during examinations;
- recording details of late arrivals and early leavers and collecting scripts from early leavers;
- escorting candidates from venues during the examinations as required, and supervising candidates whilst outside examination venues;
- collecting and collating scripts at the end of the examination in accordance with strict procedures;
- assisting with the preparation of script envelopes;
- supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner. To assist Examinations Officer with other examination processes as and when required.

This activity may include:

- assisting with the packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues as appropriate;
- assisting with collection of mobile phones and other items which are not allowed in the exam hall as per the JCQ rules.
- assisting with the preparation of seating plans;
- delivering scripts to departmental and School offices.



Notes	✓	Met	Essential Criteria
			EXPERIENCE
		A/R	Experience of working or studying in higher education environment
			SPECIFIC SKILLS and KNOWLEDGE
		A/R	An understanding of examination processes
		A/R	Effective oral/written communication skills
		A/R	Numeracy
			PERSONAL ATTRIBUTES
		A/R	Accuracy and attention to detail
		A/R	Flexible approach to work
		A/R	Ability to relate to academic staff and students
		A/R	Ability to work under pressure and to tight deadlines
		A/R	Punctuality
			Normal working hours will be between 7.30am and 5pm. It may be necessary to work out of normal working hours.