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| **Job Title:** Exam Invigilator (South) | **Department:** Education |
| **Schedule :** Monday to Friday  **Contract type:** Part-time, temporary contract (self-employed)  **Remuneration:** £12.50 per hour  **Location:** SE16 2BT - preferably you will live within a 5 mile radius to the location, or you must be willing to travel at short notice. | **Date last updated:** March 2024 |

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| EQUALITY AND DIVERSITY |
| We are committed to and champion equality and diversity in all aspects of employment with The ONTO Group. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.  **Company Information** The ONTO Group is about providing WOW Factor. Changing the way, we view the world, through teamwork and having a lot of fun along the way, and not being afraid to make mistakes. It’s about growing both personally and professionally. We achieve the impossible with fewer people. But most of all it’s about having faith that if we do the right thing then in the long term the business will succeed and build something great. |

###### Overall, Purpose of Job:

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The ONTO Group is actively seeking to augment our diligent team of Exam Invigilators, specifically targeting individuals with a background in administrative roles, be it in a business or educational setting. Prior experience as an exam invigilator, or any capacity within a school environment, is highly desirable but not a prerequisite.

The ONTO Group is staunchly dedicated to the safeguarding and welfare of children and adolescents. We expect all staff and volunteers to align with this commitment. Adherence to stringent recruitment protocols is non-negotiable. Consequently, the role necessitates a satisfactory enhanced disclosure from the Disclosure & Barring Service, in compliance with the Rehabilitation of Offenders Act 1974 and its subsequent amendments.

**Person reports to:** The Facilitator

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## Key Tasks and Accountabilities

Role Summary:

* Maintain the security of exam papers at all times and ensure that the conduct of the exam takes place within the school guidelines
* Ensure a calm environment to give candidates the best possible opportunity to be successful in their exams
* To be vigilant and aware of any signs of disruption or inappropriate behaviour during the exam
* Notifying the Exams Officer of any changes or absences
* To deal sensitively with students who have special arrangements
* To be able to work flexibly
* Check the exam room meets expectations and remains an organised environment
* Collect question papers, attendance registers and all other necessary exam materials

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

**Person Specification**

1. Experience

* Experience in an education setting is desirable but not essential.
* Comprehensive training will be given by one of our experienced Exams Consultant.

2. Ideal Candidate Profile:

* Possesses outstanding communication abilities
* Exhibits confidence and assertiveness
* Maintains composure under pressure
* Adaptable, with a willingness to work flexible hours
* Available for a minimum of three days weekly during exam periods, excluding school holidays
* An enhanced DBS is preferred but not essential.

3. Personal Qualities

* Provide WOWFACTOR everyday
* Excellent attendance and punctuality.
* Hard-working, flexible and reliable.
* Honesty and integrity

**Equality of Opportunity:**

* As a member staff to take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment, and bullying.
* Ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues, school staff, children and visitors.
* To contribute as an effective and collaborative member of the ONTO Family
* Any other duties as reasonably required by any manager of the ONTO Team.

**Application Information:**

* Applications are processed on a rolling basis until all vacancies are fill
* Job Type: Part-time, Temporary
* Contract Duration: 10 weeks+, coinciding with the yearly exam schedule
* Remuneration: £12.50 per hour
* Working Days: Monday to Friday
* Location: SE16 2BT preferable you will live within a 5 mile radius to the location, or you must be willing to travel at short notice.
* Commencement Date: May 2024
* Job Types: Part-time, Temporary contract
* Salary: £12.50 per hour
* Schedule:
* Monday to Friday

**Safeguarding**

ONTO is committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. The successful candidate will be subject to all necessary pre-employment checks, including Enhanced DBS; qualifications (where applicable); medical fitness; identity and right to work.