



## Job Description and Person Specification

<b>Reports to:</b>	Examination Invigilator
<b>Start date:</b>	28 <sup>th</sup> November 2016
<b>Salary:</b>	£9.00 (between 28 <sup>th</sup> November and 7 <sup>th</sup> December 2016, hours to be confirmed)
<b>Location:</b>	Beaulieu Drive, Pinner, Middlesex HA5 1NB

### 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 is an all-through 4-19 school which opened in 2012. It comprises a two-form entry primary school and a six-form entry secondary. When full, in around 2020, it will provide for 1680 students; projected currently to be the largest Free School in the UK.

Avanti House is part the growing family of Avanti schools. 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.

The successful candidate will likely to have at least three years' successful experience in a supporting role within a school.

### Key responsibilities

#### Main Purpose and Object

To provide support to the examination process.

(S)he will demonstrate an understanding of and a commitment to the School's ethos through etiquette, behaviour words, action and speech.



## Main Duties and Responsibilities

To support the Head Invigilators 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 and Student Services staff with other examination processes.

### 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 the preparation of seating plans;
- delivering scripts to departmental and School offices;



## Person Specification

Notes	✓	Met	Essential Criteria
			<b>EXPERIENCE</b>
		A/R	Experience of working or studying in higher education environment
			<b>SPECIFIC SKILLS and KNOWLEDGE</b>
		A/R	An understanding of examination processes
		A/R	Effective oral/written communication skills
		A/R	Numeracy
			<b>PERSONAL ATTRIBUTES</b>
		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 7.45am and 6pm. It may be necessary to work out of normal working hours.

## Selection Process

Avanti House School is committed to safeguarding and promoting the welfare of children and young people and requires all staff, governors and volunteers to share this commitment. All successful candidates are required to have an Enhanced DBS check unless internally appointed and still within the cycle of DBS re-checks.

References will be taken up for all short-listed candidates prior to interview.

We welcome applications from both men and women of all ages from any background and from candidates with disabilities. This position is not suitable for a job share.

The closing date for receipt of applications is **noon** on 26<sup>th</sup> October 2016.

Application Packs can be obtained from Ms. Anuja Gupta (020 8249 6830) or by emailing [anuja.gupta@avanti.org.uk](mailto:anuja.gupta@avanti.org.uk), alternatively these can be obtained from our website. The link is <http://www.avanti.org.uk/avantihouse/section.php?section=112>

Completed applications should be signed and returned to Ms Gupta

Applications submitted by post must reach the school by the closing date above and should be written for the attention of: **Ms Anuja Gupta**. Our address is Beaulieu Drive, Pinner, Middlesex HA5 1NB

It is anticipated that shortlisted candidates will be contacted by email, no later than 7<sup>th</sup> November 2016

The selection and assessment process will include panel interviews at the school in Pinner on 14<sup>th</sup> November 2016