

**THE SALTERNS ACADEMY TRUST**

**ADMIRAL LORD NELSON SCHOOL**

**DUNDAS LANE**

**PORTSMOUTH**

**PO3 5XT**

**Tel: 023 9236 4536**

**Email: admin.alns@salterns.org**

**Headteacher ALNS: Chris Doherty**

**EXAMS INVIGILATOR**

Salary: £14.18 per hour (includes holiday uplift)

Hours: Various (need to be largely available April-July)

Contract: Casual

Start date: November 2025

Closing date: Friday 3rd October 2025

Interviews held: As soon as possible after the closing date

The Salterns Academy Trust is a learning community where every member of staff understands the difference they can make to our students’ outcomes.

We are looking to appoint enthusiastic and dedicated examination invigilators to work within our team as well as on their own. The roles are varied as outlined in the job description. Previous experience is not necessary, full training provided.

The Salterns Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring checks along with other relevant employment checks. \*Online searches will happen at shortlisting stage\*

To apply please complete the application form that can be found on the website www.alns.co.uk and return it together with your letter of application to r.alns@salterns.org before midday Friday 3rd October 2025.Alternatively, pleasecontact Mrs Sally Power (spower.alns@salterns.org) at Admiral Lord Nelson School.

All applications will be acknowledged, and unsuccessful candidates will be notified by post.

**Job Description**

Admiral Lord Nelson School is a vibrant learning community where every member of staff understands the difference that they can make to our students’ outcomes. We expect all staff to be actively involved in the personal development of our young people and to show full commitment to their own and the school’s professional development.

Admiral Lord Nelson School and its Governing Body are committed to safeguarding and promoting the welfare of children and young people; and they expect all staff to share this commitment.

Key Purpose:

* To be responsible for assisting with and maintaining the effective and efficient administration of external examinations in accordance with the Joint Council for Qualifications (JCQ) regulations (on behalf of the JCQ member awarding bodies) and/or awarding body rules for exams administration in a consistent and secure fashion, thereby helping to maintain the integrity of the assessment process
* To support theHead of centre/ Examinations Manager in ensuring that the centre is compliant with the JCQ regulations and awarding body requirements in order to ensure the security and integrity of the examinations/assessments at all times
* To ensure examinations are conducted in accordance with regulations
* Through taking an ethical approach and working proactively to avoid malpractice among students, supports the head of centre/examinations manager in taking all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during and after examinations have taken place

## Accountabilities:

1. Effectively manage the conduct of examinations in accordance with JCQ regulations and/or awarding body rules
2. Ensure all exam accommodation is prepared in accordance with the requirements
3. Manage unexpected issues/irregularities which may affect the conduct of examinations
4. Support the head of centre/examinations manager in investigating and reporting cases of suspected or actual malpractice in connection with an examination as required by the JCQ and awarding bodies
5. Support students with special requirements agreed by the Examination Boards
6. Support emergency access arrangements for eligible candidates as the need may arise during exam time
7. Maintain the confidentiality and security of candidates’ responses and dispatch scripts according to the requirements
8. Undertake training, update or review sessions as required
9. Undertake other duties appropriate to the grade and responsibilities of the role as may be required by the head of centre/examinations manager, for example:
	1. the preparation for and conduct of internal examinations under external examination conditions
	2. other exams-related administrative tasks

*Some forms of employment, occupations and professions are exempted from the Rehabilitation of Offenders Act 1974.*

*Working within a School is exempted from the Rehabilitation of Offenders Act 1974.*

*You are applying for a role that is eligible for an enhanced DBS check and access to the barred list and if shortlisted for interview you will be required to complete the relevant self-declaration and disclosure form and taking into account the offences that are protected or filtered declare:*

* *All unspent convictions and conditional cautions.*
* *All spent convictions and adult cautions that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020).*
* *If you have been barred from working with Children and/or Adults at risk.*

*The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that’s considered relevant to the role. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.*

*The successful candidate will then be asked to complete an application for the relevant Disclosure and Barring Service check or if subscribed to the update service provide the necessary details to allow a check to be made.*

*The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.*

*Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.*

[*Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 - GOV.UK (www.gov.uk)*](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974)

*The filtering rules were updated on 28 November 2020 as follows:*

* *warnings, reprimands and youth cautions will no longer be automatically disclosed on a DBS certificate*
* *the multiple conviction rule has been removed, meaning that if an individual has more than one conviction, regardless of offence type or time passed, each conviction will be considered against the remaining rules individually, rather than all being automatically disclosed.*