



CHESHAM GRAMMAR SCHOOL



EXAM INVIGILATOR

Information Pack

EXAM INVIGILATOR

Hourly rate of pay £8.97 per hour

Hours on demand (flexible hours during term time)

Casual / Zero hours



EXAM INVIGILATOR

Hourly rate of pay. Hours on demand, flexible hours available during term time

We are seeking a flexible, confident and calm individual to provide support with exam invigilation across various year groups to include internal and external exams. Working days/hours are flexible to suit the requirement of the exam period and the individual.

Applications

For an application pack, please see linked documents. Completed applications should be emailed to: Recruitment@redkiteschoolstrust.org

Closing date for applications: midday, Tuesday 15 June 2021

We reserve the right to close this application early if a suitable candidate is found

Red Kite Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment.

Applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service.



EXAM INVIGILATOR

Job Description

CHESHAM
GRAMMAR
SCHOOL





Responsible to: Examinations Officer
Salary : Hourly rate of pay, £8.97 per hour
Working hours: Hours on demand, flexible during term time only

KEY RESPONSIBILITIES

Purpose of the Job

To invigilate internal and external and school examinations for students, ensuring that all regulatory requirements for the conduct of examinations are strictly adhered to.

Main Duties and Responsibilities

1. To invigilate internal and external examinations
 - a. To ensure a calm environment to give candidates the best possible opportunity to be successful in their examinations.
 - b. To help in making sure that the examination room meets regulatory requirements prior to each examination.
 - c. To help organise candidates at the start and end of each examination.
 - d. To provide the correct information and material for the successful completion of the examination.
 - e. To ensure that the conduct of the exam takes place within the guidelines of the JCQ booklet 'Instructions for conducting examinations'.

Main Duties and Responsibilities (cont/d)

- f. To supervise candidates throughout the whole time the examination is in progress, and give complete attention at all times to this duty.
- g. To be vigilant to candidates' needs during examinations, particularly regarding requests for additional paper, toilet breaks etc.
- h. To escort candidates from the examination room during examinations if required, e.g. toilet breaks and in cases of illness.
- i. To report immediately any suspicious behaviour or suspected malpractice.
- j. To know the actions to be taken in the event of an emergency such as an emergency evacuation.
- k. At the end of the examination, to collate all scripts in candidate number order and ensure that they are handed to the correct person.
- l. To assist with the supervision of candidates during lunch breaks etc. where candidates have exam clashes requiring special arrangements.
- m. To undertake any other job-related activities as requested and appropriate to meet the needs of the examinations.
- n. To perform all of the above duties in accordance with school policies, procedures and regulations on Equal Opportunities, Health and Safety, Quality Assurance, financial matters and Data Protection Act.



General Responsibilities Common to All Staff

- To carry out duties as may be required from time to time commensurate with the overall responsibility of the post
- To comply and actively promote school policies, including Behaviour for Learning, Equal Opportunities, Attendance and Health and Safety
- To promote positive student conduct. To confront negative student conduct and take appropriate steps to deal with it
- To be smartly dressed, establish a business-like environment and promote excellent relationships and a positive ethos when communicating with students, staff, parents and external contacts
- To undertake training and development relevant to the post

PERSON SPECIFICATION

Experience

- Working in a school environment (essential)
- Experience of working to strict rules and regulations (desirable)
- Working with young people (desirable)

Skills/Competencies

- The ability to work as part of a team (essential)
- Ability to remain calm under pressure (essential)
- Ability to follow written procedures to carry out tasks (essential)
- Awareness of GDPR issues (essential)
- Meticulous attention to detail (essential)

Person qualities

- High level of security/confidentiality awareness (essential)
- High level of customer care awareness (essential)
- Flexibility with working hours (essential)



Making an application

The purpose of the selection process is to assess your suitability for the post and give both you and the panel an opportunity to gain further information before making a successful appointment. It is also an opportunity to seek clarification on information which you have provided on the application form and accompanying information. The interview will also assess your suitability to work with children and will include questions relating to safeguarding and promoting the welfare of children.

How to apply

To apply for this position, you will need to complete an application form, which can be downloaded from our website

Completed applications should be sent to Clare Harvell, HR Manager Recruitment@redkiteschoolstrust.org

Please note that only fully completed application forms, with accompanying covering letter will be considered. CVs will not be included in the shortlisting process.

Shortlisting

Applications will be assessed based on the information provided on the application form: only those best fulfilling the criteria for the role and the person specification will be shortlisted.

Subject to the number of applications, shortlisting may take place before the deadline for applications has passed.

If you have not heard from us within three weeks of the closing date, you can assume that your application is not being progressed on this occasion.

Interview

Shortlisted candidates will be interviewed initially by a member of the senior team.

Candidates may also be given a tour of the school where appropriate and if possible. There will be a chance to meet members of the department informally over lunch or coffee.

The interview will also include a lesson sample for teachers or administration task for support staff.

Selected candidates will then be formally interviewed by the Headteacher or other members of the management team.