



Let Your Light Shine

If we love others, we live in the light. 1 John 2:10

Inspired by our Gospel Values we have a shared responsibility to:

1. create an environment of welcome, love and respect for each member of our learning family.
2. develop the unique gifts and talents of all, striving for excellence in everything we do.
3. live out our commitment to love, service and justice in the local and global community.
4. nurture the journey of faith and discovery for all.
5. celebrate and reflect on the love of God which is at the heart of all we are.



POST OF

Casual

Exam Invigilators

Application Pack

Required As Soon As Possible

Exam Invigilator - Casual

Grade/Salary: Foundation Living Wage - £9.50 per hour

Contract Terms: As and when required during the examinations season: December, January, May, and June.

We are looking to appoint suitably enthusiastic and / or experienced individuals to join our bank of Invigilators to cover the main examination periods of December, January, May and June. These posts are casual contracts with hours and days varying according to needs of the school. These roles are ideal for retired colleagues and those available all year round, who are not currently employed. Appointed invigilators will be responsible for supervising GCSE examinations under the direction of the Examinations Officer. No experience is necessary as full training will be given, but applicants should have good communication skills and be able to adhere to strict guidelines as set out by the Examination Boards.

The post is exempt from the Rehabilitation of Offenders Act 1974 and is subject to DBS Enhanced Clearance. This check will include any cautions, reprimands or final warnings as well as convictions

This is a school where pupils are confident, full of life, and considerate of others. Pupils are known well and cared about. Pupils behave well and work hard in class."

OFSTED January 2020

Further information and an application pack are available to download from the school website: www.st-maryshigh.lancs.sch.uk.

Please return completed application to recruitment@st-maryshigh.lancs.sch.uk

For an informal discussion and more details, please contact Mr J Banks, Examinations Officer, at the School on 01772 339813.

Closing Date: 03rd December 2021 at 12 Noon

If you do not hear anything within four weeks of the closing date, you will not have been successful on this occasion

Proposed Interview Date: To be confirmed

This post is subject to an enhanced disclosure with the DBS.
Brownedge St. Mary's Catholic High School is an Equal Opportunity Employer and is committed to ensuring the safety of all its children and young people

JOB DESCRIPTION	
JOB TITLE:	Examination Invigilator
LOCATION:	Brownedge St Mary's Catholic High School
GRADE:	Casual basis – as and when required
RESPONSIBLE TO:	Head of School / Examination Officer
JOB PURPOSE:	The main objectives to be achieved by the Postholder
To oversee and supervise examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions.	
Brownedge St Mary's High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
MAIN ACTIVITIES	
<ul style="list-style-type: none"> • To assist in the setting up of examination rooms • To ensure all candidates receive appropriate examination question papers and answer paper • To be aware of any needs that candidates may have during an examination • To ensure answer scripts are collected in candidate number order and are supervised as required until they are delivered to the registry • To ensure candidates obey the regulations of an examination room as laid out in the examination guidelines • To maintain security and confidentiality • To record attendance on the official examination registers • To ensure no inappropriate items are brought into the examination hall, such as personal stereos, mobile phones, iPods, MP3 players etc, revision notes or other paperwork unless told otherwise • Ensure all candidates are aware of the pre-exam start information and of any erratum notice that may affect them • To ensure there is no talking or disruption for the candidates once an examination has begun • To ensure all candidates are seated before opening the question papers • To ensure that invigilators DO NOT help candidates in any way with the question paper 	
<ul style="list-style-type: none"> • Awareness of the responsibility of personal health, safety and welfare and that of others who maybe affected by your actions or inactions • Responsible for promoting and safeguarding the welfare of children and young persons that you are responsible for or come into contact with • Cooperate with the employer on all issues to do with health safety and welfare and fire procedures 	
<ul style="list-style-type: none"> • To support the promotion of positive relationships with parents and outside agencies 	
<ul style="list-style-type: none"> • To work within school policies and procedures • To contribute to the provision of an effective environment for learning and future developments • To attend skill training and participate in personal/performance development as required 	
<ul style="list-style-type: none"> • Any other duties as reasonably requested by the Headteacher • In addition, other duties at no higher level of responsibility may be interchanged with/added to this list as required and as reasonably defined by the Headteacher 	

Person Specification Form

Examination Invigilator – Casual Basis

Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: (eg application form, interview, reference etc)
<p>Experience</p> <p>Experience of working with or caring for children of relevant age</p> <p>Experience of working in a relevant classroom/service environment</p> <p>Experience of Administrative work</p> <p>Knowledge/skills/abilities</p> <p>Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard or equivalent</p> <p>A working knowledge of Microsoft Office especially Word and Excel</p> <p>Ability to relate well to children</p> <p>Ability to demonstrate confidence, assertiveness and helpfulness</p> <p>An ability to deal with difficult customers</p> <p>Ability to form effective and appropriate working relationships/boundaries with young people</p> <p>Ability to work as part of a team</p> <p>Good communication skills and telephone manner</p> <p>Ability to problem solve</p> <p>Time management skills</p> <p>Organisational skills and ability to prioritise</p> <p>Knowledge of the concept of confidentiality</p> <p>First Aid Certificate (training will be given)</p> <p>Administrative skills</p> <p>Good numeracy and literacy skills</p> <p>Ability to make effective use of ICT</p> <p>Flexible attitude to work</p>	<p>D</p> <p>D</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>Application Form</p> <p>Application Form</p> <p>Application Form</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Application Form</p> <p>Interview</p> <p>Interview</p>
Other		
Disclosure and Barring Service clearance	E	Clearance required before confirmation of appointment
Compliance and adherence to the document 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings'	E	Interview
Compliance and adherence to the document 'Guidance for Conduct'	E	Interview
Commitment to undertake further training and professional development	E	Interview

