

Information for Prospective Candidates

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MARCH 2023

Gildredge House

Position: Casual Exam Invigilator

Deadline: Ongoing recruitment

An insight into the role

Dear Applicant

As a school, we are delighted that you are considering applying for the post of Casual Exam Invigilator. We hope this pack is informative and useful but if you require any additional information or have questions, please contact careers@gildredgehouse.org.uk

CLOSING DATE: Ongoing - please send applications as soon as possible for summer invigilation
START DATE: We are recruiting to the summer series of public examinations, which run from May - July each year, as well as to ongoing mock exams sessions throughout the year
INTERVIEWS: We will invite applicants to interview on an ongoing basis, as applications are received

We recommend sending your application as soon as possible, as interviews will be held and appointments made on an ongoing basis, as applications are received.

We are looking to recruit to our bank of Casual Examination Invigilators to assist us during the public examinations season, which runs from May - July, as well as mock exam sessions throughout the year.

Within the examination seasons, working hours are on a part-time, casual basis between the hours of 8.15am-4.30pm. There are morning and afternoon sessions and each session will be between 2.5-3.5 hours long, depending upon the length of the examinations. The hours offered are often sporadic to suit the examination timetables; flexibility regarding hours is essential.

If you are accurate with good attention to detail and a flexible approach, Gildredge House would love to hear from you. We would expect you to be able to relate to candidates yet retain an air of authority and be able to communicate clearly and effectively with candidates and staff. You should be able to follow predetermined instructions and have the ability to relay clear and concise instructions to candidates.

The current rate of pay is £10.79 per hour + 12.07% holiday pay. If you are interested in becoming an Examination Invigilator at Gildredge House, please complete the accompanying Support Staff Application Form and return it to careers@gildredgehouse.org.uk as soon as possible, to allow all necessary employment checks to be completed promptly before the exams season begins.

If you any questions about this role, please contact Mrs Debbie Greene, Examinations and Cover Manager, via email on d.greene@gildredgehouse.org.uk

Gildredge House is committed to safeguarding and promoting the welfare of children. All offers of employment with the school are subject to pre-employment checks, which will include References, Health, Right to Work in UK, a satisfactory Enhanced DBS with Children's Barred List check and a self-declaration that you are not a disqualified person under the Childcare Act 2006.

Casual Exam Invigilator: Job Description

Responsible to: **Exams and Cover Manager/Assistant Head Teacher**

Main Responsibilities

To provide invigilation for both internal and external examinations at the school, ensuring that all JCQ regulatory requirements for the conduct of examinations are strictly adhered to.

Duties

- To have an understanding of, and commitment to, maintaining the appropriate standards of confidentiality/security of examination materials.
- To adhere to the school's policies and procedures.
- To report any irregularities/ queries to the Examinations Manager immediately.
- Remain up-to-date with JCQ guidance and changes by attending regular training sessions, both face-to-face and online.
- Follow instructions/guidance given by the Examinations Manager.
- Work constructively as part of a team to support the smooth running of exam seasons.

Before the Examination:

- Tidy and straighten exam desks.
- Refer to seating plans to place candidate cards on desks.
- Set out examination materials on desks.
- Ensure exam clocks are correct and in sync with each other.
- Check that supplies of supplementary exam stationery is available at distribution points

Entry of Candidates:

- Supervise silent entry of candidates into the exam hall.
- Assist candidates with locating their correct seat.
- Ensure candidates do not open or write on the papers on their desks until authorised to do so.
- Conduct visual checks on candidates to ensure that they do not have any unauthorised items with them.

Start of Examination

- Complete attendance registers and advise the Examinations Manager of any absent students.
- Be aware of, and follow, the correct procedure for students who arrive late to the exam hall.
- Record start and finish times of exams.
- Supervise candidates during the starting announcements.

During Examination

- Invigilate candidates by slowly walking up and down the rows at regular intervals.
- Supply supplementary exam stationery as requested by candidates.
- Ensure correct procedures and regulations are followed by all students for the duration of the exam.
- Record any irregularities, including students arriving late, leaving early and/or leaving the exam hall to use the toilet or go to the Medical Room, on the Incident Log.

End of Examination

- Supervise candidates until all exam material has been collected.
- Ensure the candidates leave the exam hall in silence.

- Ensure candidates do not leave the exam hall with any exam papers or exam board stationery.
- Collect all exam papers, booklets etc, ensuring completed scripts have the correct candidate details on the front of each paper.
- Sort completed scripts into candidate number order.
- General tidying up after candidates have left the exam hall.

Other duties

- Supervise candidates with examination clashes.
- Invigilate individual candidates with extra time in smaller examination rooms.
- Act as a Reader and/or Scribe for students with access arrangements, adhering to the strict rules governing the role of a Reader/Scribe (training provided).
- General sorting or checking of examination papers/stationery.
- Maintain strict exam and student confidentiality.

Safeguarding Children

Gildredge House is committed to safeguarding and promoting the welfare of children. All offers of employment with the school are subject to pre-employment checks which will include References, Health, Right to Work in the UK and a satisfactory Enhanced DBS with Children's Barred List check.

Equal Opportunities

The school has a strong commitment to achieving equality of opportunity in both its service to the community and the employment of people. It expects all employees to understand and promote its policies in their own work, including undertaking any training where necessary.

Fire, Health and Safety

The school is committed to healthy and safe working environment and expects all its employees to implement and promote its policy, endeavouring to consider and integrate health and safety in all activities to safeguard employees, contractors, members of the public, property and the environment.

Examination Periods available for invigilation


- Public Examinations in January, March, May, June and November.
- Mock examinations throughout the year.

Working Time

- Morning and afternoon sessions available.
- Dependant on duration of examination.

Casual Exam Invigilator: Person Specification

EXPERIENCE & QUALIFICATIONS	Essential	Desirable
GCSE (or equivalent) Mathematics and English	✓	
Qualification or Training in behaviour management		✓
Safeguarding certification		✓
Working with young people	✓	
KNOWLEDGE (demonstrated at interview)		
A good standard of education, particularly English and Mathematics	✓	
Knowledge of strategies to defuse challenging situations	✓	
Knowledge and experience of working in education		✓
Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the school		✓
PROFESSIONAL SKILLS		
Ability to manage and control behaviour	✓	
To demonstrate empathy and have a rapport with young people while maintaining an authoritative approach	✓	
Ability to calm and diffuse any difficult situations	✓	
Ability to use language and other communication skills that students can understand and relate to	✓	
To take direction from Line Managers	✓	
Ability to liaise with relevant staff within school	✓	
Ability to consistently and effectively implement agreed behaviour management strategies	✓	
Ability to work within and apply all school policies and guidelines	✓	
PERSONAL QUALITIES	✓	
An enthusiasm and desire to provide the best possible experience to the Gildredge House community	✓	
Strong inter-personal skills, patience, resilience, sensitivity and diplomacy	✓	
Ability to show initiative and work to strict timescales	✓	
Efficient and meticulous	✓	
Flexible and adaptable in approaching new ideas	✓	
Strong commitment to the values and ethos of Gildredge House	✓	



“Our vision is for all students to be co-operative, confident, ambitious and successful members of our community”

If you think like us and share the same beliefs and thoughts, we would love to have you on board. You will be joining a team that is extraordinarily hardworking and most importantly makes sure each child reaches their full potential.

Please send your application as soon as possible. If you are interested in the position, please complete an Application Form, available from the school website:

<https://www.gildredgehouse.org.uk/home/contact-us/staff-vacancies/>

Please return the completed Application for Employment to careers@gildredgehouse.org.uk

We look forward to hearing from you.