



TheNorth
school

Exam Invigilator
INFORMATION



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Dear Applicant

Thank you for showing an interest in the post of Exam Invigilator at The North School.

This is an extremely exciting time to join The North School on its journey to be outstanding. Our aim is to ensure that every single member of the school community is putting achievement first, fostering resilient, independent, happy and confident learners who leave school with the right skills and qualifications for the world they are growing into.

The North School achieved excellent exam results in 2021 and in partnership with the Swale Academies Trust we continue to be focused on school improvement and continuous learning for both our students and staff. We are particularly proud of the recent advances in oracy and students' leadership.

We look for talented and committed people and work hard to keep them, helping them reach as high as they can. We are looking for somebody that has high expectations of themselves and of others to join our staff team.

The successful candidate should possess a willingness to play a full part in the life of the school with regard to supporting our excellent ancillary team. As a key member of the team you will keep abreast of developments in your areas and think creatively and constructively to ensure students, staff and visitors receive the highest standard of support.

The successful applicant will be adaptable, efficient, able to work on their own initiative, have the ability to work methodically with accuracy and attention to detail, be able to understand the full range of duties associated with the role and possess a confident, friendly manner.

I want The North School to be outstanding and a strong part of the local community. If you share our commitment to educational excellence, we want to hear from you.

Yours sincerely

MRS CLAIR ELLERBY
Headteacher



JOB DESCRIPTION



Job Title: Examination Invigilator

Responsible to: Examinations Officer

Salary: £10.48 per hour

1. Main Purpose

To assist the Exams Officer in the smooth and efficient administration of examinations, including candidate invigilation; management of rooms, facilities and equipment; the collation of examination results and perform such other duties which will allow for the smooth running of examinations.

This job description is a guide to the duties you will be expected to perform:

2. Principal Duties:

- To complete training in the roles and responsibilities of the examinations invigilator as provided by the centre, and to be aware of and follow centre specific instructions for the conduct of examinations such as evacuation routes and protocols for use in emergency situations.
- To assist with the setting up of examination venues by laying out stationery, equipment and examination papers in accordance with published guidelines.
- To liaise with the Exams Officer to determine any particular requirements for subject examinations and to ensure appropriate preparation of the examination room, as required by the individual exam. To supervise the admission of the candidates to the examination room at the scheduled time and to help them find their allocated seats quietly and efficiently.
- To ensure, at all times the safe custody and confidentiality of Question Papers and other Examination Materials.
- To open and check materials received, in accordance with the Examination Board regulations, allowing sufficient time to identify and resolve any discrepancies.
- To distribute question papers, answer booklets and associated materials at the beginning of the examination and to collect them at the end.
- To ensure all candidates have the correct paper.
- To assist in the efficient timekeeping of the examination ensuring a clock, visible to all candidates, is in each examination room and that exam board instructions to candidates are displayed in line with legal requirements.
- To correctly identify candidates.
- To complete an attendance register and ensure that the Exams Officer is aware of all absentees and ensure that a copy of all registers is delivered to the Attendance Office.
- To assist, when necessary, with photocopying exam papers onto coloured paper.
- To supervise candidates in a quiet and unobtrusive manner.
- To ensure that all rules and regulations relating to the conduct of examinations are strictly applied and followed.
- To ensure that any minor behavioural issues are dealt with in line with centre policy, report any breaches of the Examination Code of Conduct to the Exams Officer immediately and make a record of the problem in the invigilation log.

JOB DESCRIPTION



- To respond to candidates' queries in accordance with examination regulations.
- To distribute additional paper and/or equipment, as necessary.
- To escort and supervise candidates who may need to leave the examination room in cases of emergency, ill health, or for the purposes of using the toilet.
- To liaise with the Exams Officer as required to ensure that provision is made for candidates who require special consideration.
- To sort sets of completed papers as indicated on the seating plan at the end of the examination, in preparation for posting in candidate number order along with formal Exam Board signed attendance register.
- To attach scribe coversheets to the scripts of all candidates entitled to such provision.
- To ensure that the examination room is cleared, tidied and prepared for the next exam and that all equipment is returned. To check examination desks for any graffiti and report any to the Exams Officer.
- Participate in training and other learning activities as required and attend relevant meeting to ensure own continuing professional development.
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection, reporting any concerns to the appropriate person, to maintain a safe and secure learning environment for students.

The post holder must be flexible to ensure the operational needs of the school are met. This includes the undertaking of duties of a similar nature and responsibility as and when required commensurate with your grade, as requested by your line manager.

PERSON SPECIFICATION



CRITERIA		ESSENTIAL/ DESIRABLE
Experience	Experience of working with young people.	D
KNOWLEDGE / SKILLS / ABILITIES:	Good communication and interpersonal skills.	E
	Ability to issue instructions to a wide range of examination candidates in a confident manner.	E
	The ability to ensure students comply with examination regulations and conditions.	E
	Good organisational and time management skills.	E
	Ability to pay attention to detail.	E
	The ability to adapt and be flexible	E
	Ability to keep calm under pressure or during unexpected circumstances.	E
	Ability to work to predetermined instructions.	E
	Ability to judge when a decision is not theirs to make.	E
	Reliability and punctuality.	E
	The ability to invigilate for several hours at a time if required.	E
	The ability to both patrol the examination room on a regular basis and to stand for short periods of time. This is necessary to order to monitor the conduct of students.	E

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges. The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

Swale Academies Trust – Schools

Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne



Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Eastbourne
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne



Central Support Services (based at Trust Head Office), Ashdown House, Sittingbourne

- Human Resource Team
- Finance Team
- ICT Team
- Building / Estate Management

The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on the Kent-Teach website and all electronic applications should be made via this route. Alternatively, completed forms can be sent by post to the following address:

Mrs Jo Manning
The North School
Essella Road
Ashford
Kent
TN24 8AL

The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.

Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

Privacy Notice

Please refer to the Trust's Privacy Notice for job applicants for information about how we use any personal data about them we hold.

This can be downloaded here: <https://www.swale.at/page/?title=Privacy+Notice&pid=33>



SWALE ACADEMIES TRUST
ASHDOWN HOUSE
JOHNSON ROAD
SITTINGBOURNE, KENT
ME10 1JS
COMPANY NUMBER: 7344732