



## EXAM INVIGILATOR Recruitment Information Pack



*Putting Achievement First*

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# EXAM INVIGILATOR RECRUITMENT INFORMATION PACK

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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 2019 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 Anna Lawrence**  
Headteacher

## WORKING WITH SWALE ACADEMIES TRUST

Welcome from the Chief Executive Officer  
Swale Academies Trust

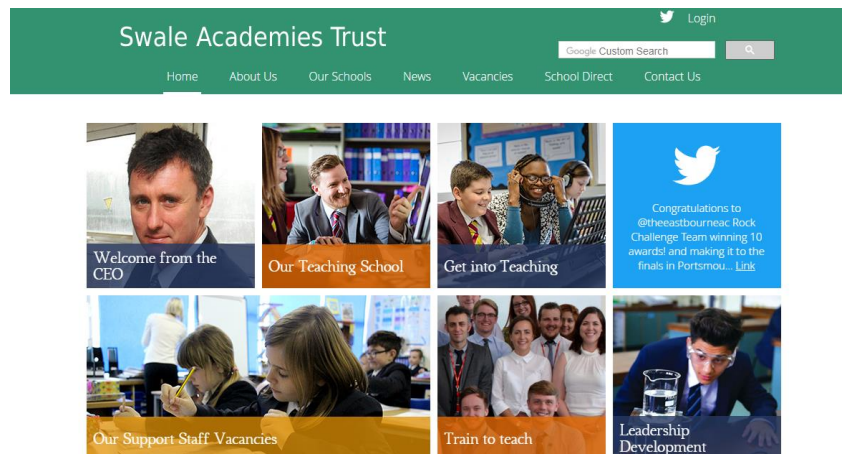
Since its creation in September 2010 Swale Academies Trust has become a strong and successful school improvement service, specialising in taking schools in Ofsted category and turning them into good schools. A glance at the most recent Ofsted reports for Beaver Green Primary, South Borough Primary, Meopham School, The North School, Regis Manor School, The Whitstable School, Westlands Primary School and Sittingbourne Community College, will all point to the effectiveness of the Trust in bringing about change and providing and enabling excellent leadership. First and foremost Swale Academies Trust is about the provision and development of high quality leadership and management.

We don't seek to develop clone schools that deliver education in a regimented manner. Rather, we value the development in our schools of a spirit of enquiry and action research that provides the best possible education that is right for students in a local setting. We do however collectively value and strive for all students to produce beautiful work which showcases their development over time of which they, their teachers and support staff and parents can be really proud. We are proud of our schools and we strive for a sense of shared pride in the achievements of all of our students.

Our ambition is driven by enabling schools and children to succeed. We have a wide range of excellent and highly accomplished senior leaders who lead with a sense of purpose, charisma and a set of shared values. The Trust is fortunate to be overseen by a Board of Directors who share leaders' values and who provide the highest quality challenge and support.



Jon Whitcombe  
CEO Swale Academies Trust



## INTRODUCTION

At The North School we value both the pastoral care of our students and the pursuit of academic success. 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 into which they are growing.

We are proud that The North School is a happy and improving school where students and teachers enjoy learning together. An experienced team of colleagues provide all students with the best possible opportunities, both inside and outside of the classroom.

Our students are expected to treat each other and staff with care, courtesy and consideration. They are taught to always try their very best at whatever they do and to value the progress they make as individuals. We value a community approach to education to ensure that there is a broad range of expertise within the school. This enables our students to be supported in all areas, so that they may strive to reach their full potential in school and in their future lives.

At The North School we recognise that the students are at the centre of the learning experience and that they all come with different needs and abilities, not to mention interests and strengths. Therefore we continually review the curriculum diet available; to ensure that it best reflects the national picture and the needs of the students. This enables us to make the learning experience as skills based as possible with a broad range of subjects and an emphasis on personal achievement.

Working in partnerships with parents and the local community is important to us. Collaboration with parents to ensure that every pupil in our care reaches their full potential is highly valued. We encourage all parents to get involved in the life of the school. The well-established Parents' Forum offers an excellent opportunity to influence the developments at the North School.

Our classroom practice and academic achievement are supported by a wide range of facilities that include a Basketball Academy, excellent sports facilities and clubs, a climbing wall and even a full working farm that has achieved great success at the Kent Show. All these elements contribute towards our safe, positive and varied learning environment that will enable your child to achieve their full potential and enjoy their time with us.





## SCHOOL'S VALUES AND ETHOS

The North School recognises that people have different strengths and interests and we aim to give individuals the opportunity to develop those further where possible.

We expect students to have high expectations of themselves, to share our aim of 'putting achievement first' and to commit to the school's values,

As a school we value:

- **Challenge:** Everyone is expected to do their best, never settle for second best and show a determination to achieve high standards in whatever they do
- **Respect:** The school upholds each individual's right to learn and respects different views, opinions and beliefs; showing kindness and consideration towards others is a baseline
- **Resilience:** We understand that long-term success requires perseverance, quality improvements to students' work and the ability to learn from mistakes
- **Community:** We believe that being part of the school community makes us stronger; caring for each other and supporting our local community helps us achieve our very best.
- We learn together, we celebrate together and we support each other through challenges.
- **Leadership:** The school believes that the voice of students and the leadership they show should play a significant part in the life of The North School.



## THE APPLICATION PROCESS

Within this pack you will find a document detailing the responsibility of the role and a person specification listing the requirements you must meet to satisfy the selectors at the shortlisting stage. You should ensure that you address each of the points within the person specification in your application. Whether or not you are selected for interview will be determined solely on the information provided in your application form.

Should you be shortlisted for interview your suitability for the post will be explored including your motivation to work with children and young people and your understanding of appropriate boundaries.

Please limit any additional information to two single sides of A4 Paper. Please note CVs will not be considered. Applications should be typed or written in black ink.

All posts are offered subject to:

- A satisfactory Enhanced check from the Disclosure and Barring Service or Disclosure Scotland
- Identity Verification
- Verification of your entitlement to work in the UK
- Verification of any relevant qualifications, including Qualified Teacher Status if you are applying for a post requiring QTS
- Receipt of 2 satisfactory references
- Satisfactory pre-employment health clearance.

Copies of teaching certificates or any further professional qualifications will need to be provided at interview stage. If you are applying for a teaching post, your qualified teacher status will be verified.

Please note that this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind overs, including those regarded as spent must be declared. Providing false or misleading information could result in the application being disqualified or summary dismissal if in post.

References will be taken up prior to interview. Referees should be able to comment on your professional suitability for the post you have applied for. One referee **should** be your current or most recent employer.

Completed applications should be returned to [recruitment@north.kent.sch.uk](mailto:recruitment@north.kent.sch.uk) or by post addressed to Mrs Jo Manning, Personnel/Recruitment Manager, The North School, Essella Road, Ashford, Kent TN24 8AL. If returning your application by post, please ensure your envelope contains the correct postage. If you would like us to acknowledge receipt of your application form, please enclose a stamped addressed envelope with your application.

Please see recruitment site for closing date for the receipt of applications.

Shortlisting will take place the following week and interviews will be confirmed at the beginning of January. An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within four weeks of the closing date please assume your application has been unsuccessful.

If you have any queries on any aspect of the application process or need additional information please contact the Recruitment Team on 01233 614600 ext. 210.

**EXAM INVIGILATOR**  
**Casual Contract £9.07 per hour**  
**(depending on experience)**

We are looking for enthusiastic and organised individuals to join our exam invigilation team. You will be employed on a casual basis to supervise students taking both internal and external examinations, as necessary throughout the school year – hours are variable depending upon the exam timetable.

Successful candidates will work as part of a pool of invigilators and should possess good interpersonal skills with an ability to deal with matters calmly, swiftly and firmly without being confrontational and will need to be reliable, punctual and flexible.

Previous experience in working with secondary school age children would be a distinct advantage, as would any previous supervisory experience. Full training will be given.

In return we can offer excellent CPD opportunities and a supportive and friendly team to work with.

Further details about the school can be found on our website [www.north.kent.sch.uk](http://www.north.kent.sch.uk) and further information about the vacancy can be obtained from the school via email at [recruitment@north.kent.sch.uk](mailto:recruitment@north.kent.sch.uk)

**The closing date for applications: As per recruitment site**

**Interview date: To be confirmed.**

*The North School is committed to safeguarding and promoting the welfare of young people, and expects all staff and volunteers to share in this commitment. Any successful candidate will be required to undertake an Enhanced Disclosure by the Disclosure & Barring Service.*

*The North School is an Equal Opportunities Employer*



## JOB DESCRIPTION

<b>JOB DESCRIPTION:</b>	EXAM INVIGILATOR
<b>GRADE:</b>	£9.07 per hour
<b>HOURS OF WORK:</b>	VARIABLE DEPENDING ON EXAM TIMETABLE
<b>LINE MANAGER:</b>	EXAMINATIONS OFFICER

### 1. Purpose of job

To assist the Examinations Officer in the smooth and efficient administration of examinations, including pupil 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 accountabilities

- 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 Examinations 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 office is aware of all absentees.
- To supervise the 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 Examination Officer immediately and make a record of the problem in the invigilation log.
- 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 Examinations Officer as required to ensure that provision is made for pupils 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.
- To attach scribe coversheets to the scripts of all candidates entitled to such provision.
- To ensure that the examination room is clear and tidied for the next session and that all equipment is returned. To check examination desks for any graffiti and report any to the exams office.
- To carry out other duties appropriate to this position as instructed by the Examinations 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.

### **3. Dress Code**

In order to maintain a professional atmosphere and to set the right tone for the examinations The North School requires a smart casual dress code.

### **4. Job context:**

The postholder has contact with the Head of School, staff, students, parents and Governors, as well staff from the Area Education office, other Kent County Council departments, the Department for Education and other agencies, other schools, the local community and representatives of a wide variety of goods and services.

Your duties may be varied to meet the changing demands of the school at the reasonable discretion of the Head of School.

The postholder must be flexible to ensure the operational needs of the school are met and as a term of your employment you may be required to undertake other such duties as may reasonable by required of you, commensurate with your grade, as requested by your line manager or the Head of School.

## PERSON SPECIFICATION

<b>JOB TITLE:</b>	EXAM INVIGILATOR
<b>QUALIFICATIONS:</b>	<ul style="list-style-type: none"> <li>No formal qualifications required</li> </ul>
<b>EXPERIENCE:</b>	<ul style="list-style-type: none"> <li>No formal experience required</li> </ul> <p><b>Desirable :</b></p> <ul style="list-style-type: none"> <li>Experience of working with young people.</li> </ul>
<b>KNOWLEDGE / SKILLS / ABILITIES:</b>	<p><b>Essential :</b></p> <ul style="list-style-type: none"> <li>Good communication and interpersonal skills.</li> <li>Ability to issue instructions to a wide range of examination candidates in a confident manner.</li> <li>The ability to ensure students comply with examination regulations and conditions.</li> <li>Good organisational and time management skills.</li> <li>Ability to pay attention to detail.</li> <li>The ability to adapt and be flexible.</li> <li>Ability to keep calm under pressure or during unexpected circumstances.</li> <li>Ability to work to predetermined instructions.</li> <li>Ability to judge when a decision is not theirs to make.</li> <li>Reliability and punctuality.</li> <li>The ability to invigilate for several hours at a time if required.</li> <li>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.</li> </ul>

The North School is committed to safeguarding and promoting the welfare of children and expects all staff to share in this commitment.

This post will require an enhanced disclosure from the Disclosure and Barring Services (DBS)

The North School Facts and Statistics :	
Type of School	Community School
Age Range	11-19
Location	Ashford, Kent
Gender	Mixed
Number of students on roll	912
Number of students in Sixth Form	152
GCSE Results 2019:	English : 61% at 4+ and 39% at 5+ Maths : 69% at 4+ and 49% at 5+ Science : 47% at 4+ and 27% at 5+
Number of teaching staff	85
Number of associate staff	65
Ofsted Inspection Report – Sept 17	<a href="https://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/118832">https://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/118832</a>

