



Exam Invigilator

Job Description and Personnel Specification





How to Apply

Please submit the enclosed application form and a supporting statement of no more than two sides of A4 outlining why you are interested in the opportunity and how your application addresses the requirements for the role.

Applications should be returned electronically to s.bramah@theheys.school

Welcome

Dear Applicant,

Thank you for your interest in the post.

We are seeking to appoint a dedicated and enthusiastic individual who is ambitious and has an excellent work ethic to join our team.

We promote a culture of high expectations, within a supportive environment, based upon our core values of, 'Be Respectful, Be Kind, Be Determined'. These core values are intrinsic to the school; they form the basis of how we work together as a family and how pupils are rewarded for the fantastic things they do.

To help you decide if the job would suit you, please find enclosed some details, which we hope will give you a flavour of what The Heys School and The Rowan Learning Trust are about.

If your values and ambitions mirror ours and you believe you can deliver that vision, then we would be delighted to receive an application from you.

Visits to our school are welcome and can be arranged by contacting Sean Bramah on 0161 773 2052 or email S.Bramah@theheys.school.

We are committed to safeguarding all members of our community; therefore, all posts are subject to enhanced disclosure procedures and pre-employment checks.

Yours faithfully,

Mr P McKendrick

Headteacher
The Heys School



The Heys School



We are a smaller than average school with a family feel. We know our students' well and do all we can to ensure they have every opportunity to make the most of themselves and **maximise their potential, to be the best they can be, every day.**

At The Heys School, we focus on students' academic progress and believe that it is important to develop the child as a whole. We offer several different pathways to support our students and work with a number of local providers to ensure they have every opportunity available to them. We are passionate about developing well rounded students who have a clear focus on their future goals.

The Heys School is a diverse and exciting place to work and learn and our students always see this as a strength of the school. Our students believe that at The Heys everyone is treated equally.

We have a clear focus on ensuring that our students make good and sustained progress, regardless of their starting point. We are so proud of the amazing things that our students achieve every day and we are constantly looking for new ways to celebrate their successes.

We believe that education is a journey and we are committed to ensuring every student has the skills to meet the obstacles they face head on. We believe in the importance of grit, perseverance and resilience and of showing our pupils the value of getting back up and trying again if they don't succeed the first-time round.

In the Heys family we value determination, respect and above all kindness. We are looking for committed staff who value the sense of family and are determined to support our pupils in any way they can.

The Rowan Learning Trust

The Rowan Learning Trust (RLT) was established as a Multi-Academy Trust in 2012 to maximise potential of all children, students and adults in our schools and to support them in their journey to become outstanding.

Currently the RLT family comprises nine schools: three high schools, an all-through alternative provision academy and five primary school. Together we share a set of common values:

- Mutual respect
- Fairness
- Equality of opportunity
- Individual growth
- Kindness

We believe in an inclusive workplace – one that is built on fairness, merit and respect to help our employees perform to their greatest potential.



Job Description

Exam Invigilator

Salary/Grade: £11.59 per hour – Bury NJC Grade 3 SCP 2

Reports to: Exam Officer / Assistant Headteacher

Normal Working Pattern: By negotiation and agreement during the summer exam series. Friday 3rd May 2024 to Thursday 20th June 2024.
AM sessions begin at 8:15am and PM sessions at 12:30pm

Total contractual hours: Zero hours contract

General requirements

- Experience of invigilation is not required as training in the role and duties of an invigilator will be provided.
- Invigilators are required to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them.
- Invigilators are required to confirm their availability in advance of main exam periods.
- Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times.
- Reliable & flexible to the needs of our students.
- Confident and a reassuring presence to candidates in exam rooms
- Able to give instructions and manage situations involving different groups of people.
- Have basic IT skills (familiar with use of email, mobile phone messaging etc.)

Main duties

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and The Heys School regulations and instructions.
- To have a key role in upholding the integrity and security of the examination/assessment process.

Before exams

- Report to and be briefed by the exams officer prior to each exam session.
- Keep confidential exam question papers and materials secure before, during and after exams.
- Ensure exam rooms are set up according to the requirements.
- Admit candidates into exam rooms under formal exam conditions.
- Identify candidates and seat candidates according to the required arrangements.
- Distribute the correct question papers and exam materials to candidates.
- Instruct candidates in the conduct of their exams.
- Deal with candidate questions.
- Start exams off on schedule.

During exams

- Supervise and observe candidates at all times and be vigilant throughout exams.
- Keep disruption in exam rooms to a minimum.
- Deal with emergencies or irregularities effectively.
- Record/report any incidents, disruption or irregularities.
- Complete attendance registers.
- Deal with candidate questions according to the regulations.

After exams

- Instruct candidates in finishing their exams and collect exam scripts and exam materials.
- Dismiss candidates from the exam room.
- Check candidates' names on scripts, match the details on the attendance register.
- Securely return all exam scripts and exam materials to the exams officer



Other tasks

- Undertake training, update and review sessions as required.
- (prior to invigilating any exam in a new academic year) Undertake relevant online invigilator training and assessment for that academic year.
- Undertake, where required and where able, other duties requested by the exams officer.
- Centre supervision of exam timetable clash candidates between exam sessions.
- Facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided).
- Other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'.

How to apply

Please complete the support staff application form alongside a supporting statement on how you meet the person specification and job description and return to Sean Bramah c/o jobs@theheys.school.

For any questions, please contact Sean Bramah on 0161 7732052

Person Specification

Essential Criteria

- Enthusiasm for, and commitment to, the school's Mission Statement.
- Excellent communication skills.
- Highly developed inter-personal skills.
- The ability to show initiative and accept responsibility.
- Show a commitment to working as a team ensuring good working relationships and support to other colleagues.
- Have a positive attitude and commitment.
- Ability to work without supervision, at times on your own and as part of a team.

Desirable Criteria

- Work experience in a similar role.

