

Priestnall School Candidate Pack

Exam Invigilators

Required as soon as possible





A message from the Headteacher

I am delighted that you are interested in the post of Casual Exam Invigilator, at Priestnall School. All appointments are of immense importance to us as a whole school team as they offer the successful candidate the opportunity to contribute to our already successful school as we aim to improve even further.

This role will provide the post holder with the opportunity to join a vibrant and forward thinking staff and to gain excellent professional development as they progress in their career.

If you are interested in applying for this post, please complete the accompanying application form, including the very important 'supporting evidence' section: in this final section of the form, you should communicate:

- your experience to date and how it has prepared you for this role.

Completed application forms should be marked for the attention of Mr Craig Burns, Headteacher and either posted to the school address or e-mailed to recruitment@priestnall.stockport.sch.uk

CV's will not be accepted.

I look forward to reading your application and wish you every success.

Craig Burns
Headteacher

Exam Invigilators

Casual Contract

Salary: £11.59 per hour

Hours: By negotiation and agreement during May, June, December and March

Start Date: Required as soon as possible

Priestnall School is a popular, over-subscribed 11-16 school situated in the pleasant residential area of Heaton Mersey, Stockport. Our community benefits from wonderful students and a hardworking and committed staff.

We are currently seeking to appoint Casual Exam Invigilators to join our successful school. The position offers a unique opportunity to join a highly successful and inclusive school as part of a well-regarded team of staff supporting and including students with complex and varied needs in all aspects of school life. The successful candidate will have the opportunity to make a major contribution towards our continued high achievement.

We are looking for individuals who are available to work on an ad hoc basis around exams during May and June, December and March

Invigilators need to be team players, reliable, punctual and able to pay attention to detail
The ability to remain calm under pressure and when dealing with unexpected circumstances is essential
Experience is not essential as training will be provided for the right candidates

The application form and supporting documentation, including a letter from the Headteacher, are available in the 'Vacancies' section of the school website as well as other recruitment platforms. Completed application forms should be emailed to recruitment@priestnall.stockport.sch.uk marked for the attention of Mr Craig Burns, Headteacher. **Please note we do not accept CV's.**

The school is committed to safeguarding and promoting the welfare of young people and candidates will be expected to adhere to these expectations. Please see our safeguarding statement and Safeguarding Policy included with the application pack for further information on the safeguarding checks carried out.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore you are required to declare:

All spent convictions and adult cautions that are not protected (ie that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013 and 2020)

It is a criminal offence for an individual who is barred from working with children to apply for a role which is classed as regulated activity.

Closing date: n/a

Interview date:
To be confirmed

Job Description

Exam Invigilator

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.

An ideal candidate will:

- be reliable, flexible and readily available during main exam periods
- have effective communication skills and good interpersonal skills
- work well as part of a team
- be confident and a reassuring presence to candidates in exam rooms
- be 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 Priestnall 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 manager 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

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 manager

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 manager, for example:
- 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'

Person Specification

Exam Invigilator

Job Requirements	Status of Criteria		Method of Assessment	
	Essential	Desirable	Application	Interview/task
Safeguarding				
Able to demonstrate an understanding of Safeguarding and Child Protection legislation.		✓	✓	✓
Have an understanding of, and be able to demonstrate a commitment to Equal Opportunities and Diversity		✓	✓	
Experience & Knowledge				
No formal experience required				
Invigilation		✓	✓	✓
Educational setting		✓	✓	✓
Working with young people		✓	✓	✓
In a role where strict rules apply		✓	✓	✓
In a role where clear instructions have to be given to others				
Able to work as part of a team		✓	✓	✓
Knowledge of exam conditions/JCQ regulation		✓		✓
To be able to remain quiet in exam conditions whilst remaining vigilant for periods of up to 150 minutes	✓		✓	✓
To be calm when dealing with exam students, especially if student is suspected of malpractice	✓		✓	✓
Ability to issue instructions to a wide range of examination candidates in a confident manner	✓			✓
Ability to listen to and follow instructions	✓		✓	✓
Good communication skills	✓			✓
Good record keeping skills	✓			✓
Good administration skills	✓			✓
IT skills	✓			✓

All appointments at Priestnall School are subject to the receipt of successful reference and enhanced DBS.

Safer Recruitment Safeguarding Statement

The school pays full regard to DfE guidance 'Keeping Children Safe in Education' 2021 and with reference to the 'Position of Trust' offence (Sexual Offences Act 2003). We ensure that all appropriate measures are applied in relation to everyone who works in the school who is likely to be perceived by the children as a safe and trustworthy adult.

All posts in school are exempt from the Rehabilitation of Offenders Act 1974 and therefore you are required to declare:

- All unspent convictions and conditional cautions
- All spent convictions and adult cautions that are not protected (ie that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013 and 2020)

It is a criminal offence for an individual who is barred from working with children to apply for a role which is classed as regulated activity (ie involves working unsupervised with children)

The school will:

1. Implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the intended role. The following pre-employment checks will be undertaken:
 - Receipt of at least two satisfactory references
 - Verification of the candidate's identity
 - A children's Barred list check (when undertaking regulated activity)
 - A satisfactory enhanced DBS disclosure
 - A prohibition from teaching check (teachers only)
 - Verification of the candidate's medical fitness
 - Verification of qualifications
 - Verification of professional status where required eg QTS status
 - The production of evidence of the right to work in the UK
 - (For teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
 - If the person has lived or worked outside the UK, make any further checks the school consider appropriate.
2. Keep and maintain a single central record of recruitment and vetting checks, in line with the Dfe requirements.
3. Ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. The school will monitor the compliance with these measures.
4. Require staff who are convicted or cautioned for any offence during their employment with the school, to notify the school in writing of the offence and penalty.
5. The school will refer to the Local Authority any individuals who give cause for concern and will refer individuals to the Disclosure and Barring service as required for possible inclusion on the Children's Barred List.

Our Safeguarding and Child Protection Policy can be found by clicking [here](#).

Staff Wellbeing Charter

Guiding Principles

We acknowledge that ALL our staff are the greatest asset of Priestnall School and that every single member of the team should be looked after and supported. Our ambition is to work together as Team Priestnall:

- Respect each other and be kind.
- Help each other every day.
- Look after our mental health and that of our colleagues.
- Promote a positive work life balance.

Steps we can all take everyday to show respect and kindness.

- Listen to others and show tolerance and understanding. Listen first, speak second.
- Offer practical support and advice if you are able or signpost to someone else.
- Respect diversity by accepting that everyone is different in their thinking, behaviour, emotions and health.
- Communicate with others carefully – think about the impact of your words, the impact of your delivery and how your words will be received.
- Treat others as you would wish to be treated.

Steps we can all take every day to help each other.

- Be aware of how your colleagues are. Take time to ask and offer support.
- Be mindful that we all have a job to do and how we do ours can affect others in a positive or negative way.
- Help your colleagues by understanding the bigger picture and by meeting deadlines.
- Communicate clearly, with openness and honesty.
- If you disagree with something, try to speak to the person involved first – not to the people around you.

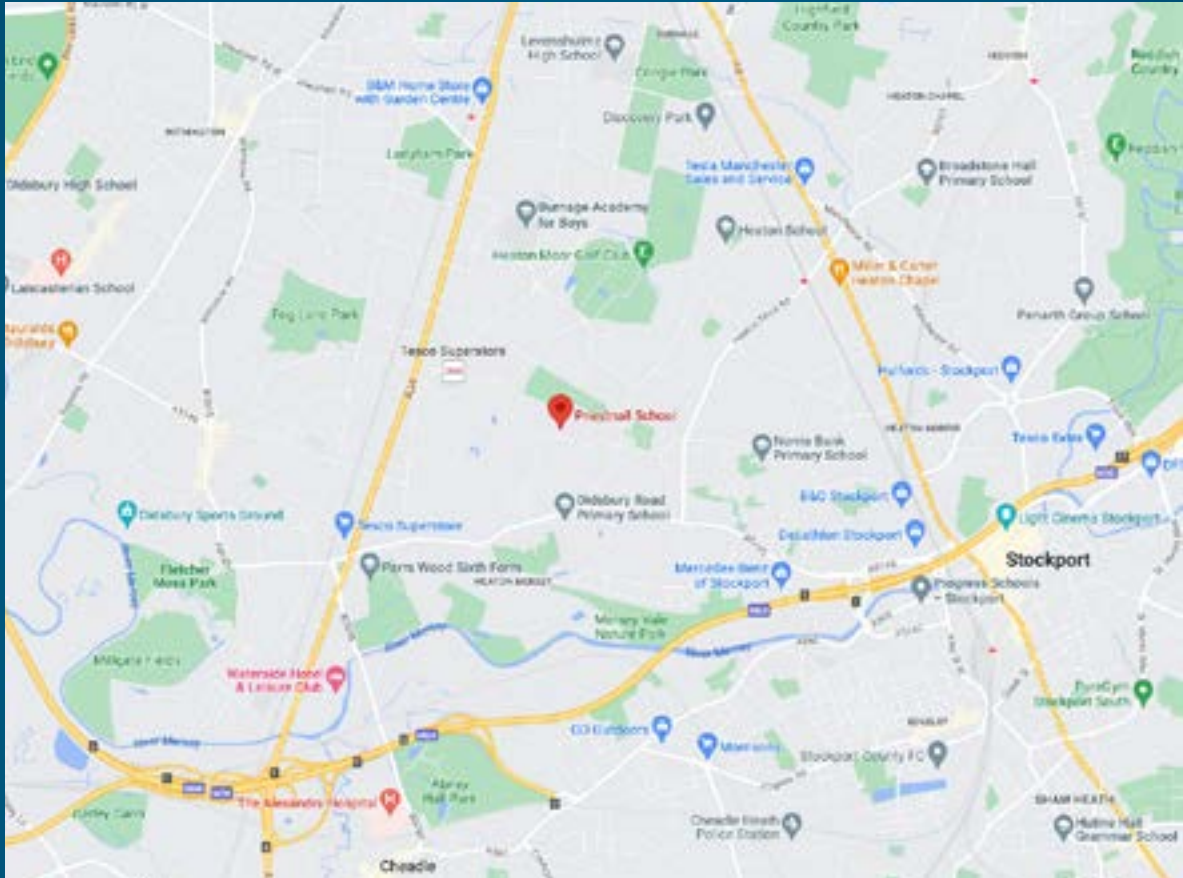
Steps we can all take every day to look after our mental health and that of our colleagues.

- Identify the positives. Look for moments every day where you connect with someone, share something, promote peer support or enjoy something with a colleague
- Be aware of your own mental health and seek support from others when you need it.
- Be aware of how your work impacts on others. Remember that stress is created as a result of over work, unclear communication, confused messages, disrespect and short deadlines.
- Be aware of your colleagues' mental health. Seek support if you are concerned about someone.
- Remember the way we treat others can harm or help their mental health and wellbeing.

Steps we can all take every day to promote a positive work life balance.

- Recognise that an excessive work load damages work life balance and can cause stress related illness.
- Make sure workload consideration is at the forefront of all decision making.
- Give reasonable deadlines which do not mean a colleague has to work over the weekend or in the school holidays.
- When setting deadlines, give consideration to the different roles that colleagues have in school. We don't all have the same availability and flexibility.
- Respect personal boundaries and contact colleagues by email only out of school hours.

www.priestnall.stockport.sch.uk



recruitment@priestnall.stockport.sch.uk

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