



Recruitment Brochure

ENJOYING TODAY, PREPARING FOR TOMORROW

One In A Million Free School – Bradford
Enjoying today, preparing for tomorrow!

Casual Exam Invigilator

**Are you looking for your next challenge?
If so, we have the perfect opportunity for you.**

We are looking to appoint Casual Exam Invigilators who are ambitious for and committed to the life chances of all our young people at One in a Million. We are seeking to recruit Casual Examination Invigilators to join our bank of casual staff at One In A Million Free School. Hours will be by arrangement and will coincide with the timetables set by national examining bodies and internal school mock examinations.

Students are at the heart of everything we do and, as such, our team is passionate about delivering the highest quality education and creating a culture where children feel safe and can thrive in a happy learning environment. We believe that every child deserves to maximise their potential, regardless of their starting point, background or personal circumstances, and we are extremely proud of our diverse and inclusive community.

Who are we?

- OIAMFS opened in September 2013 with just 60 year 7 students, we are now full and oversubscribed every year. We are based next to the iconic home of Bradford City Football Club, Valley Parade.
- OIAMFS is part of the One In A Million family. One In A Million was established in 2006 as a charity that wanted to make a difference in the lives of young people in Bradford through sport, the arts and enterprise. Our name reflects our values: every child is valued and unique.

What we offer:

- We are a small secondary, mainstream comprehensive school, with approximately 375 students across five year groups, so our class sizes are smaller. This means every teacher knows every student and we all know each other which builds a strong team and community within the school.
- A chance to change the lives of young people from deprived socio-economic backgrounds. We place students at the centre of everything we do as a school.
- 26 days holiday, plus bank holidays or all year-round staff.
- We genuinely value our staff and fully support their development, wellbeing and career progression. We offer a wide range of CPD opportunities and really encourage staff in their professional development.
- A range of benefits, include access to West Yorkshire Pension Scheme, cycle to work and discounted IT plans and we offer wellbeing support through Health Assured and provide wellbeing sessions to staff.
- Strong support from the Principal, Leadership Team, and Governing Body.

Hours: By negotiation and agreement during our exam periods. Each shift will be a minimum of 2 hours.

Salary: The salary for this post will be paid at point 6 of the NJC pay spine for Support Staff- £12.38 per hour.

Contract: Casual

Start date: As soon as possible.

Important Information

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.

We are looking for strong candidates and to recruit for these positions as soon as possible.

Safeguarding

One in a Million Free School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We follow safer recruitment practices. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020 and appointment is therefore subject to a satisfactory enhanced disclosure from the Disclosure & Barring Service and a range of other pre-employment checks.

If you are shortlisted for an interview, an online search will be carried out as part of our safer recruitment process.

JOB TITLE: Casual Exam Invigilator
JOB LOCATION: One In A Million Free School, Bradford
REPORTS TO: Data & Examinations Manager
PEOPLE RESPONSIBILITY: None
BUDGET RESPONSIBILITY: To be established

ONE IN A MILLION FREE SCHOOL VISION & VALUES

Our overall aim is to make a difference to young people by engendering respect, self-regard, motivation and engagement. The ethos of our school will be rooted in the name of our charity, where every young person is recognised and valued as 'one in a million'.

Our mission is to enhance the life chances of all students at One In A Million Free School through a tailored programme of vocational learning across sport, the arts and enterprise.

Our vision is that each student will utilise their skills, talents and educational achievements across sports, the arts and enterprise to better themselves and their communities.

Our values: We are driven by our 4 core values, Compassion, Honesty, Integrity and Excellence.

JOB PURPOSE

To invigilate the student mock and GCSE examinations, providing an exam environment that is proficient and conducive to students being able to undertake their examinations inline with exam guidelines and requirements.

Main duties

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and One In A Million Free 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.

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, 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'.

GENERAL RESPONSIBILITIES:

In addition to the specific responsibilities detailed above, the following general responsibilities apply:

- Comply with all Free School policies and procedures ensuring commitment to the mission and values.
- Assist in the development of excellent working relationships throughout the school.
- Take responsibility for Health and Safety of yourself and that of others.
- Commit to ensuring your own personal development.
- Comply with all contractual, legal and reasonable requirements of any venue being used by the school for its activities.
- Pro-actively promote and uphold One In A Million Free School acting as an Ambassador.
- Behave in a professional manner (both in and out of school) ensuring that One In A Million is not brought into disrepute.
- Carry out any other reasonable duties associated with the post.

SAFEGUARDING:

- In common with all employees this role includes responsibility for promoting and ensuring the safeguarding and welfare of children and young persons with whom you come into contact with.
- Adherence to the School's Child Protection Policy Statement is required at all times.
- If you become aware of any actual or potential risks to the safety or welfare of students or other children in the school this must be reported to OIAMFS's Designated Safeguarding Lead or Deputy Lead.

SKILLS & EXPERIENCE

Aspect	Assessed by	Essential / Desirable
Ability to work in a manner that requires complete confidentiality and professionalism.	Interview & Application	E
Have basic IT skills (familiar with use of email, excel and word)	Interview & Application	E
Be able to give instructions and manage situations involving different groups of people	Interview & Application	E

ATTITUDES

Aspect	Assessed by	Essential / Desirable
A good understanding of and commitment to the mission and vision of One In A Million	Interview & Application	E
Able to demonstrate how the values of One In A Million have been expressed in your life	Interview & Application	E
Demonstrate compassion in dealing with colleagues, students and others	Interview & Application	E
Work honestly and speak the truth with kindness	Interview & Application	E
Show how integrity is central to your life and why it is crucial	Interview & Application	E
Demonstrate excellence in all facets of work	Interview & Application	E
A clear understanding of vision and values, specifically as they relate to One In A Million, ensuring the Free School remains true to its aims, vision and mission	Interview & Application	E
Treats everyone with respect and dignity and shows commitment to Equality and Diversity and its effective implementation	Interview & Application	E
Committed to Continuing Professional Development both personally and for colleagues	Interview & Application	E

KNOWLEDGE & QUALIFICATIONS

Aspect	Assessed by	Essential / Desirable
Good standard of numeracy and literacy	Application	E
Min of 5 GCSEs or equivalent including Maths and English (Grade C and above)	Interview & Application	E