

November 2024

Dear Colleague

Thank you for your interest in joining us at Myton School.

I am delighted that you have requested further information about this vacancy and hope that you will be sufficiently inspired to submit an application.

If you have any questions about the role of a Casual Exam Invigilator, please contact our Exams Manager, Katie James, on [invigilate@myton.co.uk](mailto:invigilate@myton.co.uk).

We are immensely proud of our school and our place in the local community and can assure you of a warm welcome if you do come to join our staff in the near future.

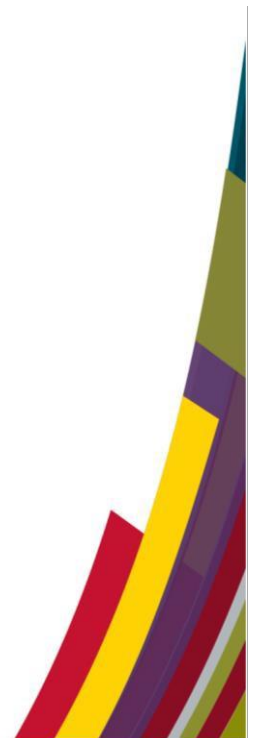
Yours sincerely



Andy Perry  
Head Teacher

T:01926 493 805 F:01926 490 380  
[WWW.MYTONSCHOOL.CO.UK](http://WWW.MYTONSCHOOL.CO.UK)

MYTON SCHOOL IS THE TRADING NAME FOR MYTON SCHOOL TRUST  
A COMPANY LIMITED BY GUARANTEE IN ENGLAND AND WALES UNDER COMPANY NUMBER  
7669416 WHOSE REGISTERED OFFICE IS MYTON SCHOOL, MYTON ROAD WARWICK CV34 6PJ



## INFORMATION FOR APPLICANTS

### Casual Exam Invigilators

**Closing date: 9.00am on 25 November 2024**

---

The following guidance is to help you to provide the necessary information we need to give your application appropriate consideration and also give you an insight into how your application will be handled.

#### Covering Letter

Please attach a covering letter to explain the reason for your application and outlining your suitability for the role. This will assist those who are short-listing the applications and enable them to assess quite quickly how closely your application meets the criteria for the post (i.e. the person specification).

#### Application Form

A Myton School Application Form must be completed for you to be considered for the role. Please complete the online application form which you can access from [Home - Myton School](#). Alternatively you can request an application in Word format, or paper copy by emailing [vacancies@myton.co.uk](mailto:vacancies@myton.co.uk) and making this request. You can include a CV as additional information if you wish. If you need to include more information on any section, please attach a continuation sheet to your application form.

#### Employment History

Please provide a FULL history of your current and previous employment and record any gaps in employment with details of your activities during these periods.

#### Returning Your Application

Completed applications and any supporting information should be received by the advertised closing date. NB: This is usually by 9.00am unless stated otherwise.

**Online applications** via the school website ([www.mytonschool.co.uk](http://www.mytonschool.co.uk)) are preferred and should be submitted by the closing date.

- **E-mailed applications** should be sent to [vacancies@myton.co.uk](mailto:vacancies@myton.co.uk)
- **Postal applications** please address as **“Job Application for the post of ...”** to identify it more easily from the general post. *Please ensure correct postage (e.g. Large Letter) is used as Royal Mail will withhold all insufficiently stamped mail until a fee is paid by the school which could mean missing the closing date.*

#### References

Please contact your referees in advance and give them permission to provide a reference to us should we need to do so to abide by current Data Protection regulations.

Please provide details of two appropriate referees including your most recent employer and, if applicable, a reference from any previous educational employment you have had. We do not normally accept references from relatives, friends, work colleagues etc. or open references i.e. not written in relation to the specific post for which you are applying.

If your application is short-listed, references will be taken up before interview. This is to enable the interviewers to be aware of any information they may need to discuss with you at interview. If you don't want your referees to be contacted before interview, if your application is short-listed, please indicate this clearly on the application form.

### **Criminal Record Declaration**

The post is exempt from the Rehabilitation of Offenders Act 1974 and therefore convictions, cautions, bind-overs, and warnings, including those otherwise regarded as “spent”, must be declared. However, certain convictions and cautions are considered ‘protected’ meaning they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the government website

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.

Should you have any record to declare please provide details on the Declaration form, which will be sent to short listed candidates, and bring this with you to interview in an envelope marked *Confidential FAO HR Manager*.

### **Short-listing**

Short-listing normally takes place immediately after the closing date. The information you provide on the application form will be scrutinised and assessed against the criteria in the person specification, and the stated job requirements. This process will be carried out by more than one person to ensure objectivity. An online search of all shortlisted candidates will be performed prior to interview.

### **Contacting You**

We do endeavour to contact all applicants regarding the outcome of their application as a matter of courtesy. You should expect to receive a communication from us within two weeks of the closing date, although on occasions it may take longer than this (for example, if we need to involve a number of people in the short-listing process or over school holiday periods).

### **Attending Interview**

If you are invited for interview you will be asked to bring certain documents with you including proof of identity (preferably photo-ID), a DBS Disclosure if you have one, the Criminal Record Declaration Form (in a confidential envelope) and any relevant qualifications. We may also conduct remote interviews via a video link where appropriate.

### **Enquiries**

If you have any queries regarding your application or the information sent to you, or to confirm that your application has been received, please contact [vacancies@myton.co.uk](mailto:vacancies@myton.co.uk) or 01926 493805 ext 209/237. Please use email only during school holiday periods.

Thank you for your interest and we look forward to receiving your application by the closing date.

Lisa Taylor  
HR Manager

## EXAM INVIGILATOR

**Post Title:** Casual Exam Invigilator

**Reporting to:** Exams Manager

### 1. Job Summary

- Provide effective invigilation of examinations for students ensuring exam regulations are adhered to and any issues are reported without delay to the Exams Manager.

### 2. Key Responsibilities

- a) Report to and follow the reasonable instructions of the Exams Manager, and/or Senior Invigilator;
- b) Be available at least 30 minutes before and after exams (or as required by the Exams Manager);
- c) Organise and supervise candidates before and after exams, ensuring candidates enter and leave the room under exam conditions (e.g. no mobile phones, in silence);
- d) Ensure a register is completed;
- e) Ensure an accurate seating plan is followed;
- f) Identify absentees, report to the Exams Manager and complete correct paperwork;
- g) Ensure efficient distribution of exam materials;
- h) Ensure candidates are aware of exam instructions;
- i) Ensure the exam starts/finishes on time and these times are recorded accurately;
- j) Invigilate exams in accordance with Exam Board regulations, JCQ regulations and ensure exam conditions are observed at all times;
- k) Supervise candidates in a quiet and unobtrusive manner;
- l) Ensure and control appropriate conduct of candidates during the exam, liaising with the Senior Invigilator or Exams Manager regarding any misconduct;
- m) Provide support to students as appropriate during the exam process;
- n) Respond to candidates' queries in accordance with exam regulations;
- o) Ensure all papers are collected after the exam;
- p) Maintain the integrity of the examination;
- q) Be fully aware of emergency evacuation procedures;
- r) Attend briefing/training sessions when required;
- s) Understand and adhere to school policies and procedures, particularly relating to exams, health and safety, emergencies and medical issues;
- t) May also act as a scribe and/or a reader for identified students.
- u) Able to attend mandatory training before commencing role.
- v) Communicate clearly to other invigilators and Exams Manager.
- w) Work as a Team.

### 3. Responsibility for Staff

- N/A

### 4. Level of Supervision

- The post holder will work under the direction of the Exams Manager and/or Senior Invigilator.

## 5. Summary of main terms

- |                                       |  |
|---------------------------------------|--|
| <b>Salary point</b>                   | <ul style="list-style-type: none"> <li>Based on point 3 on the NJC pay spine for Support Staff</li> </ul>  |
| <b>Salary</b>                         | <ul style="list-style-type: none"> <li>£24,027 per annum pro-rata (£13.95 per hour)</li> <li>Payment will be made on submission of completed and authorised claim forms for hours worked.</li> </ul>   |
| <b>Hours and Working Arrangements</b> | <ul style="list-style-type: none"> <li>The appointment is on the basis of a Casual Worker Agreement and is not an employment contract. Any work offered will be on a flexible, “as required” basis.</li> <li>Hours of work are not specified and will vary according to the examination periods and your availability and will be as agreed between the post-holder and the Exams Manager/Exams and Data Coordinator</li> <li>There is no obligation on the School to provide work to you and the School makes no promise or guarantee of a minimum level of work to you.</li> <li>Hours worked will be between 8.00am and 5.30pm. Exam sessions are up to three hours duration but Invigilators can cover part of a session or a whole session, depending on their availability.</li> <li>The post-holder should take an unpaid break of at least 20 minutes if the working day exceeds 6 hours.</li> <li>The Agreement will not confer any employment rights on you (other than those to which workers are entitled).</li> <li>There be no mutuality of obligation between the post-holder and the School at any time when the Post-holder is not performing an assignment.</li> </ul> |

The job description outlines in general terms the main responsibilities of the role, which the post-holder will be expected to undertake. It does not list all the tasks and duties or specify the amount of time to be spent on carrying them out. The responsibilities described may vary or be amended from time to time without changing the overall level of responsibility of the role.

The job description may be reviewed and amended from time to time by the School in consultation with the post-holder, to reflect or anticipate changes in the job which are commensurate with the grade and job role.

### **PERSON SPECIFICATION**

Exam Invigilators need to be:

- Suitable to work with children and safeguard their welfare
- Able to command attention and speak clearly/make announcements to candidates
- Able to respond appropriately to behaviour/conduct issues
- Able to check data and information quickly and accurately
- Good at timekeeping and organisation
- Able to understand instructions for exams and respond knowledgeably to queries from candidates
- Unobtrusive and able to maintain and adhere to exam conditions.