

Ofsted
Outstanding
Provider



Moorlands
Learning Trust



ILKLEY GRAMMAR SCHOOL

A MOORLANDS LEARNING TRUST ACADEMY

**FURTHER
PARTICULARS FOR
THE POST OF:**

**EXAMINATIONS
INVIGILATOR**

JANUARY 2025

**Ilkley Grammar School
Examinations Invigilator
Scale Pay Point 5 (Range 5 - 6) (£12.85 per hour)
Casual Workers Agreement
Variable Pattern of Hours**

Thank you for requesting details for the post of Examinations Invigilator. We are looking for a colleague to join our team at this successful, oversubscribed comprehensive Academy.

The successful applicant will have high expectations and an unwavering commitment to all staff, students and stakeholders. You will work variable hours, as required, predominantly during exam seasons in November, January, May and June.

This is an exciting time in the school's development. In July 2022 it was announced that IGS has been selected for the next phase of the national Schools Rebuilding Programme and will receive substantial capital investment to rebuild and /or refurbish parts of the school. This will have a transformative impact on the learning environment at IGS and will substantially reduce our carbon footprint.

We deeply care for our staff as well as our students and take their wellbeing seriously, engaging regularly and meaningfully with all colleagues. We have a strong associate staff team employed across student support and pastoral roles, administration, premises management, IT support, finance, catering and operational management. We are sensitive about the importance of managing staff workload. All staff have access to an Employee Assistance Programme, and we have an embedded schedule of extra-curricular, voluntary 'Wellbeing Wednesday' sessions for staff to access across the school year. The school closes earlier for students on Wednesdays to accommodate these sessions as well as to facilitate whole school and departmental staff development and training.

Despite our considerable success, we are not complacent and the commitment to our Personal Best values and our motto "Growing in Wisdom and Stature" means that we continue to drive school improvement to further raise standards. It is important to us that students are equipped with the confidence, skills and personal qualities to make a positive difference to their own lives and to that of others. We can guarantee high-quality support in the role, committed and effective colleagues, well-motivated and aspirational students, opportunities for partnership working and a very supportive community. In return, we will expect a positive and enthusiastic approach, an unwavering commitment to our Personal Best values and a passion for working with young people to make a positive difference to their lives.

If you are inspired by this opportunity and have the qualities to contribute to our high-quality provision, then we would be delighted to hear from you.

How to Apply

As part of your online application in the Personal Statement section (no more than 2 sides of A4) please explain:

How your skills, qualities and experiences make you a suitable candidate for this post.

The closing date for this post is: 8am Monday 10th February 2025
Provisional interview is scheduled for week commencing 10th February 2025

If you do not receive an invite to interview by 13th February, we regret your application will have been unsuccessful on this occasion, but we wish you every success in your future career.



Carly Purnell
Headteacher

Under the direction of and to be responsible to the Examinations Manager

PRIME OBJECTIVE OF THE POST

- To ensure the fair and proper conduct of examinations in an environment that enables a student to perform at their best.

KEY ACCOUNTABILITIES

- assisting with setting up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures
- closely following and enforcing exam procedures and regulations
- assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues
- ensuring that candidates do not talk once inside examination venues
- invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with procedures
- checking attendance during examinations
- recording details of late arrivals and early leavers and collecting scripts from early leavers
- escorting candidates from venues during the examination as required and supervising candidates whilst outside examination venues
- escorting candidates on toilet breaks ensuring no unauthorised material is consulted and that examination regulations are observed at all times
- collecting, collating and delivering scripts at the end of the examination in accordance with strict procedures
- supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner.
- Leading Examinations for small groups of students as and when required.

To assist Examinations staff and Lead Invigilators with other examination processes. This activity may include:

- assisting with the packing of examination papers, stationery (**sometimes heavy**) and equipment prior to the examinations and the delivery to and from venues as appropriate

Inter-personal skills and a good sense of humour are essential!

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- To support, uphold and contribute to the development of the Academy's Equality policies and practices in respect of both employment issues and the delivery of services to the community.

General accountabilities

- Be aware of the school's duty of care in relation to staff, students and visitors and to comply with the health and safety policy at all times;
- Establish and maintain positive, constructive and professional working relationships with staff, visitors, students, parents and other professionals of the school;
- Be aware of and comply with the code of conduct, regulations and policies of the school;
- Develop self within the post, undertaking training/appraisal as appropriate to ensure that relevant knowledge and skills are updated in order to support school development.

VARIATION IN ROLE

Due to the structure of Ilkley Grammar School as an Academy, it must be accepted that as the Academy's work develops and changes, there may be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.

Recruitment and Selection Policy Statement

The Academy's Board of Governors is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Agreed by:

Post Holder:

Print name **Signature.....**

PERSONNEL SPECIFICATION
Examinations Invigilator

Qualifications	Essential/ Desirable E/D	How Identified
☐ GCSE grade C or equivalent in English and Maths	D	Application form and selection process
☐ An understanding of child protection, health, safety and security	D	
Experience	Essential/ Desirable E/D	How Identified
☐ Some administration experience	D	Application form and selection process
☐ Experience of working in a high pressured environment	D	
☐ Experience of managing own workload to meet conflicting demands and deadlines to ensure completion of tasks	D	
☐ Presenting yourself effectively	D	
☐ Experience of working in a school based environment	D	
☐ Experience of e-learning including mobile technologies	D	
Training	Essential/ Desirable E/D	How Identified
☐ Willingness to participate in CPD	E	Application and selection process
☐ Evidence of relevant CPD	D	
Skills	Essential/ Desirable E/D	How Identified
☐ Able to understand and carry out instructions	E	Application form and selection process
☐ Confidentiality and discretion	E	
☐ Able to think logically and calmly when under pressure.	E	
☐ Able to keep accurate & appropriate records	E	
☐ Able to use initiative within school policies and practices	E	
☐ Good standard of written and spoken English	E	
☐ Able to act in an understanding and patient manner whilst remaining firm and fair	E	
☐ Able to take initiative and to work independently	E	
☐ Good interpersonal skills and confident communicator	E	
☐ Good problem solver	E	
☐ Understand and manipulate numerical & statistical data	E	
☐ Evidence of the ability to promote a positive ethos and pride in the school together with high standards of education, care and behaviour	E	
☐ Ability to use technology as required to facilitate specific exams	D	
Professional Qualities	Essential/ Desirable E/D	How Identified
☐ Abide by the school's policies	E	Application form and selection process
☐ 'Can do' attitude	E	
☐ Team work/collaboration	E	
☐ Emotional intelligence	E	
☐ Professional appearance	E	
☐ Sense of humour and perspective	E	

Equal Opportunities	Essential/ Desirable E/D	How Identified
❑ Candidates should indicate an acceptance of, and a commitment to, the principles of the Academy's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community	E	Selection process
❑ Commitment to equal opportunities policies relating to gender, race and disability in an educational context	E	
Circumstances - Personal	Essential/ Desirable E/D	How Identified
❑ Must be legally entitled to work in the UK (Asylum and Immigration Act 1996).	E	Selection process and completion of an Enhanced DBS disclosure
❑ No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (DBS check required).	E	
❑ Must be available for work during the first two weeks of January and during the months of May and June each year	E	
Safeguarding	Essential/ Desirable E/D	How Identified
❑ Has appropriate motivation to work with children and young people, and can relate to them	E	Completion of an Enhanced DBS disclosure
❑ Ability to maintain appropriate relationships and personal boundaries with children and young people	E	
❑ Displays commitment to the protection and safeguarding of children and young people	E	
❑ Has up to date knowledge of relevant legislation and guidance in relation to working with young people	D	