

Bedford High School

A Specialist Business and Enterprise College



To Care - To Learn - To Achieve

Exam Invigilator

Vacancy Information booklet



Exam Invigilator at Bedford High School

Bedford High School is a JCQ and NCFE accredited centre; able to deliver GCSE's, BTEC, VCEs and many other qualifications. At the centre of this is our examinations department.

Working with five different awarding bodies: AQA, Pearson, Eduqas, OCR and NCFE, we work to maintain high standards in nationally delivered examinations.

As a school that believes examination preparation is key; we start with internal exams early in secondary life to establish firm exam-routines and promote a healthy mindset towards assessment. We deliver these to the same standard as expected during Year 11's final exam period, therefore giving students a realistic experience from the start.

The invigilation team are involved in not only written exams; we also hold Modern Foreign Language speaking exams, practical e.g. catering exams and a whole range of other assessments giving insight and experience across a broad-range of subjects and departments.

We pride ourselves on how we conduct our examinations; by complementing the excellent teaching and learning the students experience with well-delivered and structured assessment; we provide an environment where students can feel confident about conveying the knowledge that they have gained during their secondary education, at one of the most crucial times in their academic lives.

These standards are set by the invigilators here at Bedford; following both examination board and JCQ regulations. We uphold standards nationally on the day of each exam; we do this by ensuring the integrity of the assessment isn't compromised from the moment the papers enter the hall until they are sent for marking.

Invigilation is a great opportunity to inspire the future generation by modelling a can-do, caring and supportive attitude.

The successful candidate will be joining the school at an exciting time. Bedford High School is a mixed comprehensive school, which was judged "good" by Ofsted in 2018. The school is now full throughout KS3 and KS4 with a waiting list of families.

Our school is based over 2 sites with excellent facilities which include our 3G pitch, beautiful green outside space, dedicated outside classroom and large Bistro food court area, onsite gym and second food court area. We are also expanding our English classrooms which will be completed by Spring 2023. Our inclusive values drive our vision and ethos across all stakeholder groups. Positive student/staff relationships, which are based on mutual respect embedding our SPIRIT ethos of Strive, Perseverance, Independence, Respect, Integrity and Tolerance are a key strength of our school. Student and staff voice are used across our school to help inform decisions and shape our school development plans.

Dear Colleague

Thank you for your interest in working at Bedford High School.

At Bedford High School we are dedicated to offering our students a high quality education in a well ordered and purposeful school environment. Our values are: To Care, To Learn, To Achieve. We seek to develop happy and successful citizens who will make a valuable contribution to their community. We were judged to be a 'Good' school in May 2018. We are proud of what we have achieved but we are far from complacent and we are acutely aware that there is more to do to achieve our ambition to become an 'outstanding school'. To support our aim, we have extremely challenging data targets, underpinned by strong development planning and rigorous accountability. In return we offer you a committed staff and student body enjoying excellent relationships as well as dedicated, professional, hard-working Governors; you will be well supported.

If you feel you have the necessary skills and qualities to undertake this role, we will be delighted to receive your application. Please complete the application form (we do not accept CV's) which is available on our website at www.bedfordhighschool.co.uk. Please return completed application forms to recruitment@bedford.wigan.sch.uk or by post to Mrs Claire Taylor, HR Facilities & Communications Manager at the school address.

I very much look forward to receiving your application.

Yours faithfully

A handwritten signature in dark ink, appearing to read 'P. McCaffery', written in a cursive style.

Mr P McCaffery
Headteacher

Our School

Bedford High School was established in 1976 when it was formed by merging Leigh Boys' Grammar School and Manchester Road Secondary Modern School, which were located next to each other. The former grammar school buildings now form the U Block and the secondary modern buildings form the L Block.

Our School Values

To Care, To Learn, To Achieve.

Our School Vision

We relentlessly strive to help our students to discover, develop and demonstrate their potential. This is our core purpose. Our aim is for every 16-year-old student to leave us as a rounded individual, who feels excited about the opportunities the world has to offer and is equipped with the qualities, virtues, skills and knowledge to be happy and excel in life.

At Bedford High School we put staff first by developing, nurturing and retaining a high-quality workforce, where there is a high-quality teacher in every classroom delivering high quality lessons every hour, every day. There are many opportunities for staff across all departments to make an invaluable contribution to the success of the school, getting involved in different aspects of school life.

Staff Wellbeing

Our fabulous surroundings provide an excellent working environment, which in turn can have a positive impact on our employees' well-being. However, this isn't the only benefit to working with us.

- Membership to Greater Manchester Pension Fund or Teachers' Pension fund
- Employee Assistant Programme confidential advice and support service available by telephone, website and App supporting you and immediate family members 24/7 with legal information for issues that can cause anxiety and distress including debt management, consumer, property or neighbour disputes, bereavement support, medical information, online CBT and counselling sessions along with a Wellbeing portal which offers a virtual library of wellbeing information
- Committed Wellbeing Team with 9 fully trained Mental Wellbeing First Aiders
- Cycle to work scheme
- Family friendly policies
- Staff rewards
- Continued professional development

Feedback from our staff wellbeing survey tell us that our staff...

There are many, many things that this school does better than many others that I have worked in.

I'm very happy here and feel respected and looked after.

Bedford is a great place to work.

Since arriving at Bedford I have found the staff to be friendly, welcoming, supportive and are a credit to the school.

Job Description

Role title:	Exam Invigilator		
Job purpose:	To oversee and supervise examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions.		
Reporting to:	Headteacher, Deputy Headteacher, Exams and Data Manager		
Responsible for - Staff	None		
Liaising with:	Headteacher, Deputy Headteacher, Exams and Data Manager, staff, students, external agencies		
Grade of post:	G3 – Timesheet actual hourly rate £10.78	Gauge ref:	
Hours:	Timesheet – as required		
Contract:	Permanent		
Conditions/Disclosure level:	All offers of employment are conditional subject to an enhanced disclosure with child barred list, appropriate overseas checks, medical clearance, relevant qualification certificates and references satisfactory to the school. In line with recommendations from Keeping Children Safe in Education Guidance (2022) (para 220) we will carry out an online search as part of our due diligence for all shortlisted candidates. At Bedford High School safeguarding is everyone's responsibility. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment and to adhere to the school's safeguarding policies and procedures.		
Base	Bedford High School		
Date:	January 2023		

Job Outline

Invigilation

- To assist in the setting up of examination rooms
- Ensure candidates cease any disruptive behaviour and refrain from talking once inside examination venues, ensure due process is adhered to and followed
- To ensure all candidates receive appropriate examination question papers and answer paper
- To be aware of any needs that candidates may have during an examination
- To ensure answer scripts are collected in candidate number order and are supervised as required until they are delivered to the exams office
- To ensure candidates obey the regulations of an examination room as laid out in the examination guidelines
- To maintain security and confidentiality
- To check and record attendance on the official examination registers
- Record and report details of late arrivals, non-attendees and early leavers and collecting exams/scripts from early leavers

Job Outline

- To ensure no inappropriate items are brought into the examination hall or room, such as personal stereos, revision notes or other paperwork unless told otherwise
- Ensure all candidates are aware of the pre-exam start information and of any erratum notice that may affect them
- To ensure there is no talking or disruption for the candidates once an examination has begun
- To ensure that all candidates are seated before opening the question papers
- To ensure that invigilators DO NOT help candidates in any way with the question paper
- To take responsibility for promoting and safeguarding the welfare of students in the Department and in school
- To foster a climate of positive attitudes towards examinations
- To secure and sustain an effective examination environment
- Seek guidance as appropriate on the conduct of examinations
- Ensure that there is a safe working examination environment
- Promote inclusion and acceptance of all students within the examination hall/room
- Be aware of and comply with policies and procedures (in particular fire procedures for students during an exam) relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to the Exams and Data Manager
- Participate in training and other learning activities as required

Support for candidates

- 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
- Respond to candidates' queries in accordance with examination regulations
- Provide candidates with additional paper and/or equipment as necessary and in accordance with the examination board regulations

General

- To undertake such other duties related to the work of the department appropriate to the post, as may be assigned
- To fulfil personal requirements, where appropriate, with regard to school policies and procedures, health, safety and welfare, emergency, evacuation and security
- To take responsibility for promoting and safeguarding the welfare of students in the department and in the school
- To work positively and inclusively with colleagues so that the School provide a workplace and deliver services that do not discriminate against people on the grounds of their age, sexuality, religion or belief, race, gender or disabilities.
- To work flexibly in the interests of the school. This may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities.

Responsibilities

- To provide support for students, staff and the school throughout the examination process.

Other Specific Duties

To be available at least 30 minutes before and after the exam start time to assist the Exams and Data Manager with preparation of exam rooms, i.e. placement of table numbers, displaying exam posters, distribution of exam equipment (pens, pencils, mathematical instruments), etc.

Assist with the distribution of papers

Checking the exam room before the exam

Ensuring that candidates are seated according to the seating plan

Complete the attendance register accurately
 Start the exam promptly
 Maintain exam conditions
 Report any misconduct
 Finish the exam on time
 Ensure exam hall/room is left in a suitable state
 Return the exam papers to the Exams and Data Manager
 Assist with the collation of the completed scripts
 To carry out the duties in the most effective, efficient and economic manner available.
 To continue personal development in the relevant area.
 To have due regard and comply with all school policies
 To undertake annual training or as and when required
 To participate in personal and team reviews/meetings
 Develop good working relations with other colleagues and students
 To contribute to the overall ethos/work/aims of the school
 To work flexibly in the interest of the school and to undertake such additional duties as are reasonably commensurate with the post and level of responsibility.

Health and Safety Training

Effectively and proactively implement Health and Safety legislation and good practice, including office, individual and DSE risk assessments, taking into consideration disabilities and specialist equipment required to enable staff to undertake their daily duties.

To undertake Health and Safety Training on areas within your remit.

Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified.

Employees are expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

All staff at Bedford High School, teaching and support, have a crucial role to play in setting standards. Through professional, caring and sensitive approach based on mutual respect, we achieve a great deal.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date above but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Person Specification

A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Ability to relate to academic staff and students	E		A, I,
An understanding of examination processes	D		A, I
Experience of working/studying in education/schools	D		A, I

B. Training and Qualifications

	Essential	Desirable	Source
Level 2 English and Maths or equivalent	E		A, I

C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source
Common sense and fast thinking			
Ability to work under pressure, to tight deadlines			
Accuracy and attention to detail			

D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	Essential	Desirable	Source
Ability to communicate with and relate well to students and adults	E		A, I
Ability to work under supervision and as a team member	E		A, I
Ability to work in accordance with the school's health and safety policies	E		A, I
Ability to deal with minor injuries		D	A, I
Professional appearance and conduct	E		A, I
A committed lifelong learner willing to undertake further training to suit the needs of the role	E		A, I
Flexibility working outside of normal school hours may be required	E		A, I
The willingness to be generous in time and spirit	E		A, I
A sense of humour and positive outlook	E		A, I
A determination to succeed	E		A, I

Energy, enthusiasm, adaptability and flexibility	E		A, I
A willingness to support the schools aim of strengthening links with the community	E		A, I
The ability to build and maintain effective relationships	E		A, I
The ability to develop effective teamwork	E		A, I
The ability to anticipate and solve problems creatively	E		A, I
The ability to demonstrate loyalty and confidentiality	E		A, I
The ability to prioritise and manage time effectively	E		A, I
Ability to organise self and others	E		A, I

E. Legal Issues

	Essential	Desirable	Source
Legally entitled to work in the UK	E		A, I

What to expect

If you feel you have the necessary skills and qualities to undertake this role, we will be delighted to receive your application form. Please complete the application form, we do not accept CV's and return to Mrs Claire Taylor, School Business Manager at the school address or by email to recruitment@bedford.wigan.sch.uk.

It is important that you tell us about your skills and experience relevant to the role. Please ensure you answer all the questions on the application form and explain any gaps in employment or educational history, as the information you provide will be used in our shortlisting process.

Once we have received your application it will be reviewed and evaluated. If we feel that you may be suitable for the vacancy that you have applied for you may be invited to attend an interview, the format of which will be confirmed as part of the invitation.

Due to the high volume of applications we receive, if you do not hear from us within 4 weeks of the closing date then on this particular occasion your application will have been unsuccessful. We are not able to provide feedback on applications that have not been shortlisted for interview.

Should you wish to visit school please email us at recruitment@bedford.wigan.sch.uk and we will arrange a suitable time.

For more information on our school and to take our virtual tour please visit our website www.bedfordhighschool.co.uk

The interview process

Deadline: Friday 3rd February 2023

Interviews: to be confirmed

Start date: as soon as possible

Due to the nature of different roles within Bedford High School, we operate two separate streams for selecting the very best candidates.

For support staff positions the interview process will consist of a formal interview with senior staff members, written and/or verbal tasks and tour of school.

For teaching positions, the interview process will consist of teaching an observed lesson, interacting with students, a formal interview with students, formal interview with senior staff members and tour of school.

All interviews at Bedford High School involve a member of staff appropriately trained in Safer Recruitment.

If you are successful in securing a position at Bedford High School, you will receive your conditional offer letter and relevant documents and information about the new starter process from our Human Resources team. All offers of employment are conditional upon all pre-employment checks satisfactory to the school. A start date will be confirmed in writing on completion of our safer recruitment process.

Our commitment to safeguarding

All offers of employment are conditional subject to all satisfactory pre-employment checks which include an enhanced criminal record with child barred list through the Disclosure and Barring Service (DBS), appropriate overseas checks, medical clearance, references and verification of your qualifications satisfactory to the school. When completing application forms all candidates must provide a full employment history and any gaps to be clearly identified. At Bedford High School safeguarding is everyone's responsibility. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment and adhere to the school's child protection policies and procedures. All candidates must be legally entitled to work in the UK and comply with the Immigrations, Asylum and Nationality Act regulations. Applications from all sections of the community are welcome.

Shortlisted candidates will be notified by email of the interview arrangements. Please ensure your correct email address is provided on your application form.

In line with recommendations from Keeping Children Safe in Education Guidance (2022) (para 220) we will carry out an online search as part of our due diligence for all shortlisted candidates.

As we receive many applications for posts, we regret that we will only be able to contact those applicants who are shortlisted for interview. Therefore, if you have not heard from us within four weeks of the closing date, please assume you have not been shortlisted for interview on this particular occasion.