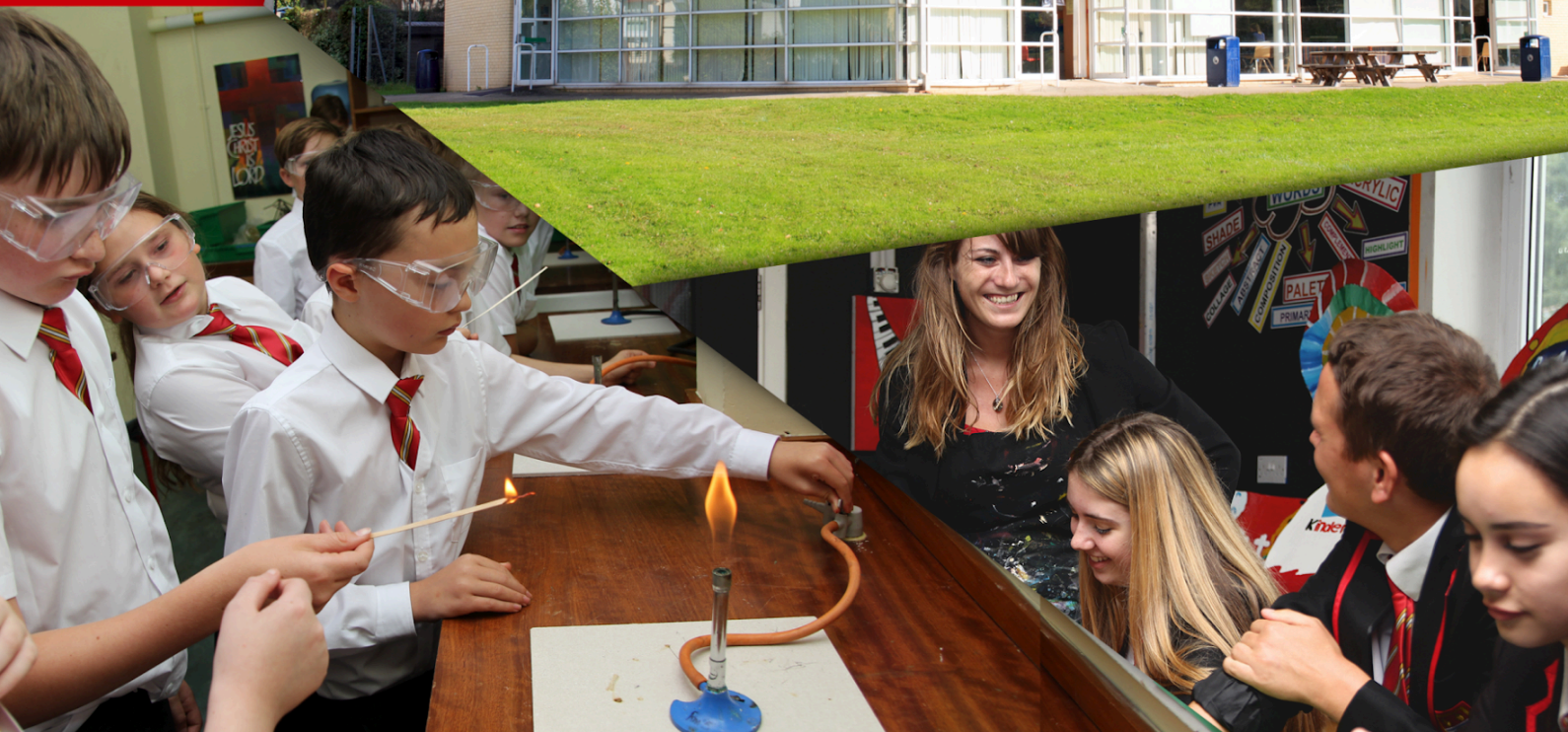




# ST. CUTHBERT MAYNE

*Joint Catholic and Church of England school*

***Job information pack***



## Welcome to St Cuthbert Mayne School

*'Educating for life in all its fullness'*

### Welcome from the Headteacher

Thank you for your interest in the role of Exams Invigilator at St Cuthbert Mayne School.

We are seeking to appoint an Exam Invigilator to join our exams team, in supporting students in their public exams during May and June and also at other times during the year. No experience is necessary as full training will be given.

Invigilators are essential to ensuring that the exam season runs smoothly and in accordance with the Exam Board and School Regulations. Invigilators help to create a calm and purposeful environment which gives our students confidence and the best possible chance to be successful. This is inline with our vision - Educating for life in all its fullness.

If you would like to discuss the role or visit the school before application please contact our Human Resources Officer - [recruitment@stcm.torbay.sch.uk](mailto:recruitment@stcm.torbay.sch.uk)

### About our School

St Cuthbert Mayne School is a Joint Roman Catholic & Church of England School that welcomes all students from across Torbay and South Devon, regardless of their faith background. Our school community is made up of students and staff from Christian and non-Christian backgrounds, who are respectful of our Christian ethos.

There are currently over 1000 students on roll and the school is growing in size year on year. The teaching accommodation is of mixed age but well-resourced and maintained. The first of two exciting building projects was completed in February 2023 and the next project to further improve the facilities for our students has started and is due to be completed by February 2024.

It is an exciting time to join us on our journey to provide an outstanding, inspirational and challenging education for all students. We have a relentless focus on ensuring that our children have access to an ambitious and engaging curriculum that equips them with the essential knowledge and skills they need so that they live life to the full both now and in the future. This will be a challenging but very rewarding post. The school is committed to developing all its staff through regular coaching and a wide range of professional development opportunities through the South West Institute for Teaching (SWIFT). We also work in partnership with Education South West (ESW) as part of a family of schools, to educate children so they lead great lives. If you are passionate about transforming the lives

of our students and believe you have the skills and experience to make a difference then we want to hear from you.

### **Contract Details - Exams Invigilator**

**Salary** - Grade D - Starting at point 5- 6 (£12.84 - £13.05 per hour)

**Contract** - Casual

**Hours** - Approximately 60 hours over May - June

**Start Date** -May 2025

### **Application Process:**

You are asked to complete and submit the following:

- An application form, which is completed in full.
- A letter of Application no longer than 2 sides of A4 can also be submitted. Letters must outline how you meet the essential criteria as outlined in the person specification and how you have the skills, knowledge and experience to carry out the role for which you are applying to a high standard.

Submit your application to: [recruitment@stcm.torbay.sch.uk](mailto:recruitment@stcm.torbay.sch.uk) by **10am on Friday 7th February 2025**

Please do not submit your CV. As a school, we are committed to safer recruitment and as such can only accept applications that are on the school's application form.

If you have not heard from us within two weeks of your application, then you have not been successful.

**Closing date: 10am on Friday 7th February 2025**

**Interview date: Wednesday 12th February 2025**

St Cuthbert Mayne School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service Check and references will be taken for all shortlisted candidates.

**Exams Invigilator**

<b>Post Title:</b>	Exam Invigilator
<b>Line Manager</b>	Exams Officer
<b>Salary Grade:</b>	Grade D - Starting at point 5- 6 (£12.84 - £13.05 per hour)
<b>School Area:</b>	Support Staff
<b>Hours of Work:</b>	Between 7th May to 23rd May and between 2nd June to 25th June. Approx 60 hours in total.  Mostly mornings 8.30 am to 12.00 am but there could be some afternoons 12.30 pm to approximately 3.30 pm.

**Key Purpose of Job**

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and St Cuthbert Mayne School regulations and instructions
- To have a key role in upholding the integrity and security of the examination/assessment process

**Key Duties**

**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 on time

**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 exam related 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'

#### **Safeguarding**

- To know, understand and undertake the roles and responsibilities of education staff as outlined in the DfE Keeping Children Safe in Education guidance
- To ensure the school policy on safeguarding is followed to ensure that all students are safe in school
- To adhere to the staff code of conduct at all times

#### **School Ethos and Values**

- To conduct oneself in a manner befitting a member of school staff at all times, ensuring behaviours that display positivity to others.
- To make maximum use of opportunities to generate a culture of celebration and praise amongst staff and students of the School.
- Promote the health, welfare and emotional well-being of all students and staff.
- Promote equality of opportunity for all students and staff.

#### **Other**

- All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- The post-holder is expected to familiarise themselves with and adhere to all relevant policies and procedures.

**This document outlines the duties required. It is not a comprehensive or exclusive list and duties may vary from time to time, which do not change the general character of the job or the level of responsibility entailed.**

**Roles and job descriptions are subject to an annual review.**

## Person Specification

The following list is indicative of the kind of person we are looking for but **not all of these criteria are essential**. However, please do try to give evidence of how you fulfil the majority of these requirements in your application.

Person Specification	Essential	Desirable	Evidence based
<b>Qualifications</b>			
Level 2 qualification in English & Mathematics		Desirable	Application Certificates
Recent participation in a range of relevant in-service training		Desirable	Application Certificate
<b>Professional Experience and Knowledge</b>			
Experience of working as an exam invigilator		Desirable	Application Interview
Experience of working in a school		Desirable	Application Interview
Experience of working in a secondary school		Desirable	Application Interview
In-depth knowledge and experience of Child Protection and Safeguarding procedures		Desirable	Application Interview
<b>Professional skills</b>			
Ability to communicate effectively orally and in writing	Essential		Application Interview
Well-developed interpersonal skills	Essential		Application Interview
Effective IT skills	Essential		Application Interview
<b>Personal Qualities</b>			
Committed to the development and maintenance of good relationships with staff, parents, students, governors, and the community	Essential		Interview
Positive, passionate and enthusiastic outlook, embracing risk and innovation	Essential		Interview
Good organisation skills	Essential		Interview
A sense of humour	Essential		Interview

A team player	Essential		Interview
Solution focused outlook	Essential		Interview
A good decision maker	Essential		Interview
Resilient and able to work under pressure	Essential		Interview
Demonstrate respect and empathy towards others	Essential		Interview
Resilience, perseverance and optimism in the face of difficulties and challenges	Essential		Interview
Commitment and dedication to social justice, equality and excellence	Essential		Interview
Capacity to be flexible, adaptable and creative	Essential		Interview
Willingness to develop/be sensitive towards the Christian ethos of the school	Essential		Interview
The ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the safeguarding and child protection policy and staff code of conduct	Essential		Interview
<b>Equal opportunities</b>			
Candidates must demonstrate an awareness and understanding of equal opportunities	Essential		Application Interview