

St Francis Xavier School



APPLICANT PACK

Exam Invigilator

St Francis Xavier Secondary School

Richmond



Letter to Applicants

Dear applicant,

We are delighted you have shown an interest in the role of Exam Invigilator. Although we are a catholic trust we welcome both staff (and pupils) from all faiths to join our family of schools.

Within this application pack you will find:

- a) Information on how to access the online application form and additional forms related to this (these can be completed electronically and emailed)
- b) Job Description and Person Specification
- c) Further information about our Trust including our Benefits and Wellbeing package.



Applicants should return their application forms to recruitment@sfx.npcat.org.uk by the **closing date, Friday 7th February 2025**. Any gaps in previous employment must be explained.

Should you wish to have an informal discussion about the role, please do not hesitate to contact Rebecca Pickles, Data and Exams Officer at pickles.b@sfx.npcat.org.uk

As mentioned in the advertisement, a DBS disclosure is required for this post. It is important to note that:

Nicholas Postgate Catholic Academy Trust is committed to safeguarding and promoting the welfare of children.

I would like to take this opportunity to thank you for your interest in this vacancy and wish you well with your application.

Hugh Hegarty CEO

NPQH | MSc | PGCCGC | BEd Hons | CTC

Job Advert

Required:	As soon as possible
Salary:	£12.85 per hour
Hours:	As and When Required, during exam periods (AM Exams: 8.50am - 11am, PM Exams 12.20pm - 2.30pm)
Contract Type:	Casual
Location:	St Francis Xavier Secondary School, Darlington Road, Richmond, DL10 7DA

We are seeking to recruit Exam Invigilators with an approachable manner and the ability to communicate with ease with staff and students. This role is essential to the smooth running of the examination process. In addition to ensuring correct exam procedures are followed, the successful applicants will be responsible for the setting out and collecting of exam papers and materials, admitting students to the exam hall/room, invigilating during the exams and collating the exam papers to be sent off to the Exam boards. Duties may include reading and scribing for students during exams.

St Francis Xavier School is a joint Roman Catholic / Church of England 11-16 Mixed Comprehensive, part of the Nicholas Postgate Catholic Academy Trust, serving the picturesque market town of Richmond and the surrounding rural area. We have an excellent reputation in the local community and are consistently oversubscribed.

St Francis Xavier is part of Nicholas Postgate Catholic Academy Trust, a family of 32 primary schools, and 5 secondary schools. With more than 12,300 pupils and 1,500 plus staff, the Trust is now one of the largest Catholic Multi Academy Trust in the UK.

The school has an aspirational learning culture for all; our recent Ofsted report grades the school as outstanding in all areas and we are consistently amongst the top 100 performing schools in the country. We enjoy excellent facilities and our ethos fosters the very highest academic standards and a strong sense of community.

If you wish to visit the school or have an informal discussion with the Exams Officer, please email to book an appointment – pickles.b@sfx.npcat.org.uk or contact the school office on 01748 823414.

The successful applicant will be required to join the DBS update service and ensure this is renewed annually.

Closing date: Friday 7th February 2025, 9am

Interview date: Week commencing 10th February 2025

Please refer to the back cover of the application pack for details of how to apply for this position.

Nicholas Postgate Catholic Academy Trust is committed to equality of opportunity, safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check along with other relevant employment checks.

Job Description

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.

Post title: Exam Invigilator

Grade: D SCP 5

Responsible to: Examinations Officer

Job Purpose

- Experience of invigilation is not required as training in the role and duties of an invigilator will be provided
- 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

Main Responsibilities

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and 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 Examinations

- 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'

Safeguarding, Equality & Diversity and Health & Safety

- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- To carry out your duties with full regard to the NPCAT's Equality Policy and objectives.
- To comply with Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a proactive

approach to health and safety matters in order to protect both yourself and others.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL ACADEMY TRUST POLICIES.

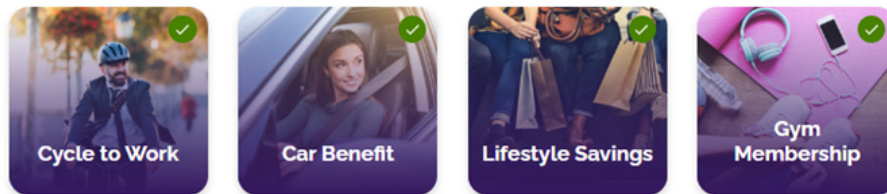
THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO FULL ENHANCED DISCLOSURE CHECKS – AND THESE WILL BE SUBJECT TO RECHECKING AS APPROPRIATE

Person Specification

Stage	Essential		Desirable	
Qualifications & Education	E1	GCSE C grade or higher (or equivalent) in English & Maths		
Experience & Knowledge	E2	Experience of working with young people	D1	Experience of working in administration
	E3	An understanding of safeguarding and child protection	D2	Experience of working in an educational setting
			D3	UK qualifications structure
			D4	Joint Council for Qualifications Examination Regulation
Skills & Abilities	E4	Able to follow the school's safeguarding procedures and recognise when to report any concerns	D5	Ability to relate to teachers, other professionals, parents and students
	E5	Ability to lead an exam when necessary	D6	Be confident and a reassuring presence to candidates in the exam room
	E6	Accuracy and attention to detail	D7	Commitment to school improvement and raising achievement for all students
	E7	Flexible approach to work		
	E8	Ability to communicate with candidates and members of staff clearly and accurately		
	E9	Ability to work predetermined instructions		
	E10	Ability to use own initiative and judgement		
	E11	Effective oral and written communication skills		
	E12	Ability to work as part of a team and also alone as necessary		
	E13	Ability to be firm but fair at all times		
	E14	Ability to follow recognised procedures and policies		

	E15	Ability to remain positive and enthusiastic when working under pressure		
	E16	Good organisation, time management, communication and interpersonal skills		
	E17	Be tactful, discreet and understands confidentiality		
	E18	Must be able to stand still for long periods of time		
Personal Attributes	E19	A professional role model who is committed to their own professional development and to developing others		
	E20	Professional appearance and demeanour		
	E21	Able to work calmly under pressure		
Special Requirements	E22	Have access to email to be able to receive school communications and complete relevant training activity		
	E23	Able to work flexibly, is reliable and to attend meetings and INSET days as required		

Why work for us?



The Nicholas Postgate Catholic Academy Trust family of 32 primary schools, six secondary schools, promotes the dignity, self-esteem and development of every one of our pupils and staff.

NPCAT is committed to equality of opportunity and will not tolerate any harassment, intimidation, discrimination or victimisation. Catholic schools are welcoming places to pupils and members of staff from all faiths and none. More than a quarter of a million pupils and almost half of teachers in Catholic schools are not of the Catholic Faith.

Situated in Teesside, North Yorkshire and the City of York, our schools offer high-quality education, with a curriculum that meets requirements of our young people and gives them every opportunity to succeed in adult life.

NPCAT recognises the importance of staff welfare and a managed workload and this is reflected in the way we treat our people.

As a responsible and caring employer, we appreciate and value each of our staff. Their holistic health and wellbeing are vital to enabling all of us to maintain the optimum work-life balance.

We offer:

- Competitive pay and annual cost of living adjustment
- Performance-related pay progression and recognition of additional responsibilities
- Defined benefit pensions
- On-site parking at our school premises

Additional benefits include access to:

- Vivup - Lifestyle savings - store discounts
- Vivup - Discounted gym membership
- Vivup - Cycle scheme
- Tusker Car Salary Sacrifice Scheme
- Full wellbeing package

We encourage staff to undertake training and development and to explore new challenges within the Trust wherever appropriate.



How to Apply

Application form and further information is available from:

npcat.org.uk/current-vacancies

Applicants should complete and return a **Support Staff Application Form & Recruitment Monitoring Form** to: recruitment@sfx.npcat.org.uk

Should you be shortlisted for an interview, you will be required to complete a Rehabilitation of Offenders Disclosure Form.

Job Description: This informs you of the main responsibilities for the post and explains what we are looking for. It informs you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

Person Specification: This specification sets out which criteria will be used to shortlist candidates for interview.

If you require any additional information about this post, please contact Rebecca Pickles, Data and Exams Officer at pickles.b@sfx.npcat.org.uk

Thank you for your interest in NPCAT. We look forward to receiving your application.

Please note that if you do not hear from us within 2 weeks from the closing date you are to assume your application has been unsuccessful on this occasion.

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