



The John of Gaunt School



EQUA Mead
Learning Trust

Exam Invigilator

Hours: As Required

Contract: Casual

The John of Gaunt School

www.johnofgauntschool.org

office@jogschool.org

01225 762637





The John of Gaunt School

Exams Invigilator

Who we are

The John of Gaunt School is a unique, vibrant and highly successful school. The School has a strong reputation for both academic and pastoral excellence. Whilst we are first and foremost a place of learning, we strive to ensure that students are academically nurtured and cared for in a safe environment in which they can be happy, grow, gain in confidence and be challenged to achieve in all aspects of school life.

Our Values

Kindness

- At The John of Gaunt School we nurture, recognise and celebrate the important quality of being generous, helpful, and caring towards other people that is essential in our society today.

Positivity

- Being optimistic in attitude is crucial for any person to be successful at any stage of their life. We believe that positivity breeds positivity, and so we foster this trait in all members of our school.

Belonging

- All our staff and students must be happy and comfortable within our community at The John of Gaunt School. We want every member to feel welcome and accepted so that they can flourish.

Our Mission

Our Mission is to make sure that all our students, discover their personal best and thrive academically, individually and socially regardless of their circumstances.

We are relentless in driving high expectations and make no apology for ensuring high standards across the school.

Ethos & Culture

We are a highly inclusive school that blends nurturing individual care with high standards and expectations.

Our students are proud of their school and are happy, ambitious inquisitive learners. They thrive on a curriculum and character education programme that takes place in classrooms, and includes clubs, trips and activities. Our ethos is underpinned by strong relationships between students, parents, carers, staff and governors, who all work tirelessly together to ensure students develop their individual characteristics to be successful at school and beyond.

Our School & Community

The John of Gaunt School is a fully comprehensive single Academy for students from the ages of 11 – 18, with approximately 1250 students on roll. We are a school for our community and strongly believe in collaboration. We actively promote this with our local secondary and primary schools through Collaborative Schools Ltd - a social enterprise incorporating all Trowbridge schools; and the West Wiltshire Alliance. Our strong partnerships with local primaries mean that most students join us already knowing the school and key staff.



Dear Applicant,

Exam Invigilator, Casual Contract

I am delighted that you have shown an interest in this post at The John of Gaunt School which will start **as soon as possible**. The successful applicant will join a committed and talented staff team with a supportive Governing Body who share high ambitions and the desire of excellence for our students. This is a truly exciting time to join our growing, forward thinking school. We have high expectations of Teaching & Learning and to facilitate this, a framework of high quality practice has been created. These JOG essentials can be found on our website ([here](#)).

You will find much information about the school and the faculty both on our website and in the candidate pack, which I hope encourages you to make an application. To apply please complete the application form on TES, the link is available the school's website. Please contact the HR Department via email to vacancies@jogschool.org if you have any questions regarding the role.

The John of Gaunt School is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. In line with Keeping Children Safe in Education, references will be called prior to interview and an online profile search conducted on all shortlisted candidates. The successful candidate will be expected to complete an enhanced DBS disclosure.

Thank you, once again, for your interest in this post. We very much hope that you will pursue your interest in this position and I look forward to reading your application and possibly meeting you at interview.

Yours faithfully,

Ben Rhodes
Headteacher



Exam Invigilator Job Description

Direct Line Manager:

- **MIS and Examinations Manager**

The postholder will be expected to work hours as required during examination periods. Full training will be given for this position.

MAIN JOB PURPOSE

The Joint Council for Qualifications (JCQ) has an instructions document for conducting examinations, which describes the role of an invigilator in the following way.

'An invigilator is the person in the examination room responsible for conducting the exam. They have "a key role in upholding the integrity of the external examination/assessment process".

Invigilators should:

- ensure all candidates have an equal opportunity to demonstrate their abilities
- ensure the security of the examination beforehand, during and afterwards
- prevent possible candidate malpractice
- prevent possible administrative failures

Invigilators must be familiar with the instructions outlined by the JCQ. They must give their full attention to conducting the exam properly and inform the Head of the Centre if they have any concerns about the exam process.'

KEY TASKS

- To set out individual candidate labels according to the seating plan and hand out question papers, answer booklets and other essential equipment, ensuring a prompt start.
- To ensure that students enter the exam rooms in an orderly fashion in accordance with regulations and to minimise delays to the start of exams.
- Once the exam has started, to ensure no rules are broken (such as communication, illegal equipment etc.) and ensure candidates have all they need.
- To hand out any additional paper, stationery, treasury tags etc.
- To report any major problems to the Exams Officer or other designated person.

- To escort students from the exam room if necessary (due to illness, for supervised breaks or lunches, toilet breaks etc.), thus ensuring no rules are compromised, whilst looking after the welfare of candidates.
- At the end of the exam, to ensure students have completed the front of their scripts, collect scripts and spare equipment, and make sure exam regulations continue to be observed.
- To help dismiss students from the exam room in an orderly manner.
- Once candidates have left the exam room, to check tables are tidy, free from graffiti and are still the correct distance apart, ready for the next exam.
- To arrange completed exam scripts in the correct order and fill out attendance registers required by the Awarding Body.
- To package up scripts ready to be sent to the awarding bodies for marking and to assist the Exams Officer with any additional paperwork.
- To maintain confidentiality and integrity at all times.
- To be responsible for safeguarding the welfare of students at the school.
- To hold enhanced DBS clearance with barred list checks.

Safeguarding:

- The John of Gaunt School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and individually take responsibility for doing so.

Other Duties:

- *The postholder may be required to perform duties other than those given in the job description. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibilities entailed. Such variations are common occurrences and would not of themselves justify the regrading of the post.*



Exam Invigilator Person Specification

	Essential	
	<p>Undertaking tasks in a responsible and organised manner Basic administration</p>	<p>Previous work in a school Invigilation or supervision of exams Work with young people</p>
	<p>Well organised Good communication skills Literate and numerate Able to follow verbal and written instructions Adhere to working methods Accurate and methodical Able to work effectively and supportively as a team member Able to work on own initiative and deal with unexpected problems as they arise</p>	
	<p>Ability to form and maintain appropriate relationships and personal boundaries with young people Ability to build and maintain good working relationships with students and staff A patient, non-confrontational and positive role model Reliable and punctual Polite, friendly and flexible approach to work Committed team player Ability to keep calm and maintain an air of authority</p>	



	Essential	Desirable
Requirements	<ul style="list-style-type: none">◆ Enthusiasm for and commitment to the achievement of the school's overall vision for success at all levels◆ An unconditional positive regard for young people◆ Committed to safeguarding and promoting the welfare of children◆ A desire to make a difference◆ Work within school procedure and policy guidelines◆ Follow confidentiality protocol◆ Enhanced DBS clearance with children's barred list checks	



Our commitment to safeguarding

At The John of Gaunt School we are committed to safeguarding and promoting the welfare of students and expect all staff to share this commitment. A copy of the school's Safeguarding Children in Our School Policy and our Policy and Code of Conduct for Safe Practice are included in this pack for your reference. Further related policies will be included in the induction process. The interview will seek clarification on information you provide on your application form, assess your suitability for the post and assess your suitability to work in an environment where you will have contact with students. It will include questions relating to safeguarding and promoting the welfare of children.

If you are shortlisted references will be sought from your current or most recent employer and any issues arising from a reference will be discussed at interview. If you have worked with children in the past, but do not do so at the moment, a reference will be sought from this employer as well. If you have been self-employed, please provide statements or evidence from your clients/accountant or solicitor. References will be required which cover the past 5 years.

The application form asks you to give the contact details of a 'personal referee'; this should not be a relative or friend. Please give names and email contacts for all referees. The post will only be offered once two satisfactory references have been received.

Due to the nature of this post, you will be required to apply for an enhanced disclosure with barred list from the DBS (Disclosure and Barring Service) if you are offered the post. Disclosure will contain details of formal cautions, reprimands and final warnings, as well as convictions. The school will apply on your behalf and will pay the necessary fee. This post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 Exceptions Order 1975, 2013 and 2020.

Having a criminal conviction will not automatically exclude you from employment, this will depend on the nature of the position and the circumstances and background of the offences committed. However, an offer of employment will be conditional until DBS and medical clearance have been received.



Our Town

The historic woollen town of Trowbridge is the County town of Wiltshire, and situated close to the edge of Salisbury Plain. Trowbridge is a socially diverse and rapidly growing town and offers a range of High Street and independent shops, supermarkets, cafés, pubs and restaurants, as well as a weekly street market featuring local stalls and traders and is only 10 miles by road from Bath. The school is a 5 minute walk from the train station, which provides good rail links to Bath, Bristol and nationally. Trowbridge provides a great base from which to explore the region, including the world famous landmarks such as Stonehenge and Avebury as well as numerous National Trust and English Heritage sites.



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