

**Application Pack**

**Examination Invigilator(s)**

**Casual position on an as and when basis to support the school during external and internal examination assessments.**

Thank you for your interest in our vacancy.

The following information contains further details regarding the school and the role.

**Sandbach High School and Sixth Form College are proud to be registered with ‘Investors In People’ and continue to support the development of our teachers and support staff.  We offer regular training programmes as well as staff well-being activities. Our school offers an exciting, rewarding and supportive environment for all our staff enabling them to grow and build on their skills.**

We take pride in being a caring and well-ordered community where everyone is encouraged to develop self-awareness and personal responsibility and play a full part in the life of the school. Our Code of Conduct is based on respect, courtesy and consideration. We make sure that students who work hard, help others and show responsibility in their behaviour are properly recognised through our awards system. Commitment and success in sport or music are celebrated in the award of distinctive colours badges.

Our extensive curriculum is broad and balanced, giving all students the opportunity to develop their potential. A wide range of learning and teaching strategies is used to actively involve students in the learning process. Progress is carefully assessed and monitored.

The Trustees are seekinga number of exam invigilators to support the school during the examination series of the 2024/2025 academic year.

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| --- | --- |
| **Appointment Type** | Casual basis |
| **Start Date** | ASAP |
| **Salary Scale** | £11.44 per hour |
| **Closing Date** |  |
| **Interview Date** | To be determined |

**Examination Invigilator**

**Job Description**

**Job Title:** Examination Invigilator

**Accountable to:** Examinations Officer

**Job Purpose:**

**BASIC JOB PURPOSE**

Undertake examination invigilation as required for KS3, SATs, GCSE, AS and A2 external examinations and internal assessments / tests in accordance with the requirements of the relevant Examination Board and the Schools procedures.

**MAIN RESPONSIBILITIES**

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| --- | --- |
|  |  |
| **1** | Assist with checking, preparation and set up of exam rooms, prior to arrival of pupils |
| **2** | Check identity of candidates, complete attendance registers and distribute examination papers |
| **3** | Supervise candidates in the examination room, minimise disruptions and distractions and maintain examination conditions throughout. |
| **4** | Assist candidates as appropriate with additional supplies of paper and stationery. |
| **5** | Monitor the efficient timing of the exam to required standards |
| **6** | Collect, check in and maintain integrity of examination papers at the end of the exam. |
|  | Notwithstanding the detail in this job description, in accordance with the School’s Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher / Trustees from time to time, up to or at a level consistent with the Principal Responsibilities of the job and in any location of Sandbach High School and Sixth Form College. |

**Person Specification**

**Job Title: Examinations Invigilator**

The Trustees are seeking to appoint someone who is able to demonstrate the following qualities and experience:

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| --- | --- | --- |
| **General heading** | **Detail** | **Examples** |
| **Qualifications & Experience** | Specific qualifications & experience | Experience of general clerical work  Basic level of education  Completion of DCSF Induction programme |
| Knowledge of relevant policies and procedures | | General understanding of the operation of a school |
| Literacy | | Good reading and writing skills |
| Numeracy | | Ability to count and undertake basic calculations |
| Technology | | Ability to use photocopier  Ability to use Microsoft office etc. |
| **Communication** | Written | Ability to complete basic forms |
| Verbal | | Ability to exchange routine verbal information clearly with students and adults |
| Languages | | Seek support to overcome communication barriers with students and adults |
| Negotiating | | Ability to consult effectively with students and colleagues |
| **Working with children** | Behaviour Management | Understand and implement the school’s behaviour management policy |
| SEN | | Understand and support the differences in students and adults and respond appropriately |
| Curriculum | | Basic understanding of the learning experience provided by the school |
| Child Development | | Basic understanding of the way in which children develop |
| Health & Well being | | Understand the importance of physical and emotional wellbeing |
| **Working with others** | Working with partners | Understand the role of others working in the school |
| Relationships | | Ability to establish rapport and respectful and trusting relationships with students, their families and carers and other adults |
| Team work | | Ability to work effectively with other adults in the school |
| Information | | Ability to provide timely and accurate information |

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**THE REHABILITATION OF OFFENDERS ACT**

The Rehabilitation of Offenders Act allows for a person who has been convicted of a criminal offence involving a sentence of not more than 2½ years imprisonment and who has since lived trouble free for a specified period of time (related to the severity of the offence) to be treated as if the offence, conviction or sentence had never occurred. This is known as a spent conviction.\* This job is one of those to which the provisions of the above Act in relation to spent convictions\*, **do not apply**. Applicants **must therefore disclose** whether they have any previous convictions\*, whether or not they are spent.

Should an applicant have a criminal conviction\*, this will be discussed in confidence at interview. However only convictions\* that are relevant to the job in question will be taken into account. Failure to disclose any conviction could lead to an application being rejected, or, if appointed, may lead later to dismissal.

Certain spent convictions\* are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account by a recruitment manager. Guidance and criteria on the filtering of these convictions\* can be found at the following link:

<http://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi_20131198_en.pdf>

\*including cautions, reprimands or warnings.

People who have convictions will be treated fairly and given every opportunity to establish their suitability for the job, all applicants will be considered on merit and ability.

Any information that you give will be kept in strict confidence and will be used only in respect of your application for the job.

**DISCLOSURE & BARRING SERVICE (DBS)**

Successful applicants will be asked to apply for an Enhanced Criminal Record Check (Disclosure) from the Disclosure and Barring service.

A copy of the Disclosure and Barring Service Code of Practice is available on request.

Further information about the Disclosure scheme can be found at <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

**SAFEGUARDING CHILDREN**

Sandbach High School and Sixth Form College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## All staff at Sandbach High School and Sixth Form College are expected:

* To adhere to the school’s corporate standards, policies, systems and procedures in relation to Safeguarding and Child Protection, and health and safety
* To set a personal example that contributes to the positive ethos of the school
* To be committed to the life of the school and to support its distinctive mission and ethos
* To behave at all times in accordance with the school’s values
* To agree annual performance targets with their Line Manager
* To promote the school favourably in the community
* To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager each autumn term.
* To participate in training and other professional development learning activities as required.
* To promote equal opportunities and celebrate diversity in all aspects of the school.
* To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
* To adhere to the school’s Staff Code of Conduct and the Dress Presentation Code.
* To comply with the school’s Health and Safety policy and undertake risk assessments as appropriate.
* To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance ‘Keeping Children Safe in Education’ and the school’s Safeguarding/Child Protection policies.
* To be aware of and comply with all school policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

**Safeguarding**

* Sandbach High School and Sixth Form College is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.

**Health & Safety**

* The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school Health and Safety policies.

**Policies & Procedures**

* The post holder will be accountable for ensuring that he/she is aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

**Equality Act 2010**

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 (as defined in the Equality Act 2010).

We will consider any reasonable adjustments under the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

Applications

Visits to the school, and informal enquiries, prior to application, are warmly welcomed please contact Helen Hulse, School Business Manager on 01270 765031 to discuss or email [recruitment@sandbachhigh.co.uk](mailto:recruitment@sandbachhigh.co.uk)

Interview date to be determined

Thank you for your interest in our school.

We look forward to receiving your application.

All applications should be emailed to [recruitment@sandbachhigh.co.uk](mailto:recruitment@sandbachhigh.co.uk)

