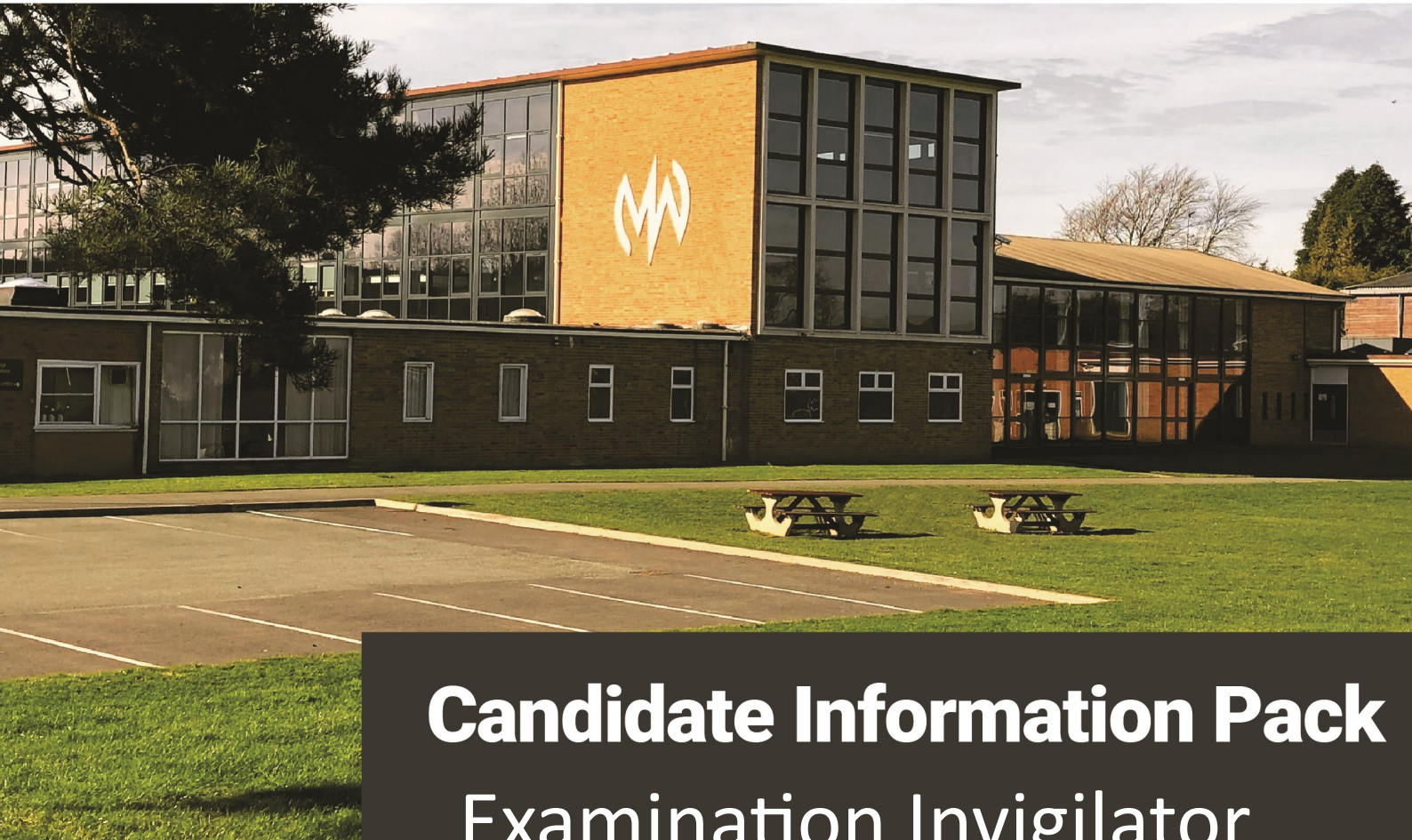




Mary Webb School &
Science College



Candidate Information Pack Examination Invigilator

Mary Webb School & Science College
Pontesbury
Shrewsbury
Shropshire
SY5 0TG



Dear Applicant

Thank you for your interest in our vacancy for an examination Invigilator.

In this pack you will find the following information:

[Letter from the Headteacher](#)

[Advertisement](#)

[Information about the school](#)

[Job Description](#)

[Person Specification](#)

[Information on how to apply](#)

Thank you for showing an interest in our school. Having read the enclosed information, I trust you will feel encouraged to apply for an examination invigilator vacancy within the school.

We are looking to appoint Exam Invigilators 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 all examination sessions. The successful candidate will work as part of a pool of invigilators and will need to be reliable and punctual, highly flexible and able to relate to learners. In this role you will assist in the supervision and invigilation of internal and external examinations at various times of the year in accordance with examination board requirements and under the directions of the Examination Officer.

The post holder is directly responsible to the Examination Officer and also to the Assistant Headteacher (Assessment).

An application would bring you a step closer to working in a busy, but really friendly and supportive environment.

Mary Webb School and Science College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

I look forward to receiving your application.

Yours sincerely,

Peter Lowe-Werrell
Headteacher

Advertisement

Exam Invigilator

Grade 1, hourly rate £11.59

Casual basis, not full days, flexible working during the examination periods

The TrustEd CSAT Alliance is a multi-academy trust based in Shropshire consisting of five secondary schools and four primary schools and is committed to raising pupils' aspirations so that all young people reach their fullest potential and achieve the success they want for themselves.

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The post holder is directly responsible to the Examination Officer and also to the Assistant Headteacher (Assessment).

The post holder will be responsible for assisting with:

- The maintenance of the appropriate regulations as prescribed by the examination board
- The supervision of the orderly entry of candidates to the examination room
- The distribution of relevant materials
- The supervision of the candidates under examination conditions during the examination
- The collection of scripts and other materials at the end of the examination
- The supervision of the orderly dismissal of the candidates from the examination room
- The collection and return of scripts to the examination office as appropriate

Full details are available on the school website.

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

An online search will be undertaken as part of due diligence checks during the shortlisting process

Closing date: 12pm on Friday 1st November 2024

Interviews to be held week commencing 4th November 2024

Information about the school

Mary Webb School and Science College is situated in a particularly beautiful location in the village of Pontesbury, just a few miles south of Shrewsbury. The site, surrounded by hills and woodland, provides an ideal setting for a school that aims to provide an educational experience firmly rooted in a modern rural context. We seek to open minds and widen horizons by ensuring that all our students are prepared for the challenges of life in the 21st century.

As a relatively small, community secondary school of over 700 students, staff and governors, we feel that the school has a number of distinctive features that makes it a little bit special. We aim to provide an environment in which each and every student can develop and flourish, and where the pursuit of excellence, in terms of personal development and academic achievement, is the aspiration of all. Relatively small class sizes ensures that every student receives personal attention.

The curriculum at Key Stage 4 is based around a core GCSE offer. We believe that this provides students with robust qualifications that support transition to post-16 education, training and employment. GCSE examination results at Mary Webb School and Science College have been good in recent years and are above national averages for attainment and progress across the curriculum.

GCSE results in 2023 saw 75% of our students achieving GCSEs in both English and mathematics at grade 4 and above. The school's Attainment 8 score was 48.33, which was higher than the Shropshire average for secondary schools. More than 11% of GCSEs awarded to our students were at grades 8 or 9. Most importantly, all our students were able to go on to the destinations they planned to in September 2023.

To view our latest Ofsted report from May 2023 please visit our website.

Inspection of Mary Webb School and Science College

Pontesbury, Shrewsbury, Shropshire SY5 0TG

Inspection dates: 7 and 8 June 2023

Overall effectiveness	Good
The quality of education	Good
Behaviour and attitudes	Good
Personal development	Good
Leadership and management	Good
Previous inspection grade	Not previously inspected under section 5 of the Education Act 2005

- Pupils feel safe and happy in this inclusive and supportive school.
- Pupils behave well and have positive attitudes to learning.
- Governors and leaders ensure that staff's well-being matters.
- Staff morale is high.
- The arrangements for safeguarding are effective.

Job Description

Principal Duties and Responsibilities

Main Responsibilities

The post holder is responsible for assisting with:

- The maintenance of the appropriate regulations as prescribed by the examination board.
- The supervision of the orderly entry of candidates to the examination room.
- The distribution of relevant materials.
- The supervision of the candidates under examination conditions during the examination.
- The collection of scripts and other materials at the end of the examination.
- The supervision of the orderly dismissal of the candidates from the examination room.
- The collection and return of scripts to the examination office as appropriate.

Other Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, discipline, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Demonstrate day to day commitment to the Trust's core values and mission statement.
- Contribute to the overall ethos/work/aims of the Trust.
- Appreciate and support the role of other professionals.
- Participate in training and other learning activities and performance development as required.
- Promote, act as a role model and implement the Trust's policies, practices and procedures including those relating to equality and diversity.
- Take reasonable care of the health and safety of self, other persons, and resources whilst at work. This entails supporting the Trust's responsibilities under the Health and Safety at Work Act.
- Carry out such reasonable additional duties as may from time to time be determined by or on behalf of the Trust

Safeguarding

- Be aware of and comply with safeguarding responsibilities as outlined in the Trust's Staff Code of Conduct and related policies and procedures.

Data Protection and other statutory responsibilities

- Be aware of and comply with data protection responsibilities as outlined in the Trust's Staff Code of Conduct and related policies and procedures.

Other Duties

- Any other duties that the Trust Executive Team and Trustees feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified. The job description is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other tasks, as appropriate, that the Examination Officer requires. This post is a dynamic one and, as such, will require the person appointed to have a flexible and innovative approach to the tasks.

How to Apply

Applications must be made on the official application form which can be found by [clicking here](#) or visiting www.marywebbschool.com/vacancies

The deadline for applications is 12 noon on Friday 1st November 2024, and we will be interviewing week commencing 4th November 2024. Please do not hesitate to get in touch with us if you have any questions or if you would appreciate an informal chat; we would be delighted to hear from you.

When completing the application form, please pay particular attention to:

Section D, Other Relevant Experience: Please limit this section to no more than 500 words.

Section E and F, Educational qualifications, please ensure you provide details of your qualifications, including GCE O level, GCSE or equivalent level 2 qualifications - a summary is not sufficient. Details of the institutions you studied at are required.

In addition to the guidance provided, please outline your views on teaching science to young people in the 11-16 age range and why science is an important part of a broad and balanced education for the twenty first century.

Section K, References: The requirement for two employment references, one of which **must** be your current or most recent employer. Please include email addresses if possible.

We use an application form which states that the post is exempt from the Rehabilitation of Offenders Act 1974 and that the successful candidate must apply to have an Enhanced Disclosure from the Disclosure and Barring Service. The application form will request full and complete information about employment history.

All applicants are required to disclose whether they have any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children.

Incorrectly completed application forms will not be considered.

You can send your application
via:

Email to:
nmurray@marywebbschool.com

Post to:
Mrs N Murray
PA to Headteacher
Mary Webb School & Science
College
Pontesbury
Shrewsbury
Shropshire
SY5 0TG

