



ST AUGUSTINE'S
SCHOOL

**Examination Invigilators
St Augustine's Catholic School
Recruitment Information Pack**



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About St Augustine's Catholic School

St. Augustine's School is part of the St Cuthbert's Roman Catholic Academy Trust. We are a Catholic Academy for pupils between the ages of 11 and 16. St Augustine's serves families from Whitby to Bridlington, Scarborough to Pickering and is renowned for helping to develop young people with religious and moral character together with high standards of academic success.

All staff devote their abilities, energy and time to each child and none goes unnoticed. We are a family with Christ at the centre of all that we do.

Our faith and search for excellence can be found in all aspects of school life including academic learning, pastoral support and a wealth of personal development activities. These combine to nurture young adults with a well-rounded education and the ability to face the future with confidence.

Message from the Head of School

Welcome,

St Augustine's is a fantastic school, our children are exceptional and our staff work extremely hard to ensure students reach their potential.

We strive for excellence in all things, and our Catholic Ethos is central to our way of life in the school.

Each child is seen and respected as an individual. We believe in equity of opportunity. We aim to provide the very best learning opportunities where students are challenged, inspired and encouraged to flourish.

I believe that we, as staff of St. Augustine's, are here to serve our children. In turn we expect our students to try their very best at all times and respect others at all times.

Together we are building the future communities we will all enjoy.

We look forward to welcoming you to our school if you feel that St Augustine's is the right place for you.

Aishling Robinson
Head of School

Application Process

The closing date for all applications is 9am, Monday 27th March

Interviews will be held shortly thereafter.

Completed applications must be returned to NYES.Resourcing@northyorks.gov.uk

If you do not receive confirmation of receipt of your application within one working day please Sarah Hunter - Resourcing Partner on 07816 251 271

If you think you're the person for the job, please complete the enclosed application form with your supporting statement, no more than two sides of A4, and send to the email address above by the closing date.

An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within a week of the closing date please assume your application has been unsuccessful.

Queries

Informal chats with our Headteacher are welcomed. Please contact Sarah Hunter - Resourcing Partner on 07816 251 271 to organise.

We actively welcome you to contact Sarah Hunter at North Yorkshire County Council to chat through the role and talk informally about the school/post and how working here will make a real difference to the children and young people on the coast.

Job Description

Job Title:	Invigilator
Job Purpose:	<ul style="list-style-type: none"> To assist and support the Exams Officer in the correct running of examinations.
Accountable to:	<ul style="list-style-type: none"> Examinations Officer
Accountable for:	<ul style="list-style-type: none"> The successful running of exams
Liaising with:	<ul style="list-style-type: none"> Other colleagues as appropriate
Salary Grade:	<ul style="list-style-type: none"> £10.98 per hour, casual ad-hoc contract
Disclosure level:	<ul style="list-style-type: none"> Enhanced
Main duties and responsibilities	<ul style="list-style-type: none"> To assist in preparing the room, such as laying out any papers or documents required To admit candidates to the room in a quiet and orderly way To assist with conducting the exam according to the Examination Board's regulations. To assist with the registering of candidates present in the room To be constantly vigilant when the exam is running and not do other tasks during this time To report to the Exams Office at least 15 minutes before the start of an examination session To work as part of a team of invigilators To support candidates, by carrying out the above duties and following the attached instructions, at what can be a stressful time for them To partake in any relevant training as required and follow all School policies and procedures. Must be available to attend 3 training sessions per year To be committed to the safeguarding and welfare of young people Other related duties as may be required from time to time. To participate in professional development as required by the school.

	<ul style="list-style-type: none"> To be committed to the responsibility of safeguarding and promoting the welfare of young people.
Professional Development	<ul style="list-style-type: none"> Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school Take part in the school's appraisal procedures
Safeguarding	<ul style="list-style-type: none"> Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies Promote the safeguarding of all pupils in the school
Other Specific Duties:	
<ul style="list-style-type: none"> To play a full part in the life of the school community, to support its distinctive Christian mission and ethos and to encourage staff and students to follow this example. To support the school in meeting its legal requirements for worship. To promote actively the school's corporate policies. To continue personal development as agreed. To comply with the school's health and safety policy and undertake risk assessments as appropriate. <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>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.</p>	
<p>This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.</p>	

Person Specification

Criteria	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> • Good numeracy and literacy to GCSE standard • An awareness of 'safeguarding of children' procedures • Computer literacy 	
Personal & interpersonal skills	<ul style="list-style-type: none"> • Able to follow administrative procedures, understand and follow instructions • Good communication skills • Able to relate well to young people and adults, and deal sensitively with parents, pupils and colleagues in person and by telephone • Able to work on own initiative and constructively as part of team, ensuring good communication and collaboration with colleagues • Ability to remain calm and polite under pressure • Good organisation and concentration skills with the ability and willingness to learn new duties and adapt to changing circumstances • Able to engage and work with young people, including those who are disaffected • Ability to work well as part of a team • A flexible and adaptable approach to work 	<ul style="list-style-type: none"> • Experience of working within a learning environment

	<ul style="list-style-type: none">• Good time management skills• Demonstrates a “can do” attitude, including suggesting solutions, participating and meeting expectations	
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