# Candidate Information Pack

# Examination Invigilators

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**Our Trust Prayer**

We thank you, God of Love, for the gift of children,

Bless the work of our Trust, that in all we do

young people may grow in wisdom and stature,

and so come

to know you,

to love you

and to serve you

as Jesus did.

We make this prayer in his name who is God

with you and the Holy Spirit, now and forever.

Amen

# About Liverpool Diocesan Schools Trust We believe

Jesus said ‘Let the children come to me.’ (Mt 19).

We believe that we are fulfilling this command when we enable children of all faiths and none to flourish in our schools. The Liverpool Diocesan Schools Trust (LDST) has an important role to play in improving the attainment of pupils across the Diocesan region.

We believe that as a diocesan led Multi Academy Trust (MAT) we create stronger bonds of collaboration and cooperation, sharing good practice, addressing areas of weakness and offering increased opportunities for professional development.

We are on a journey

We are on a journey to grow a Trust in which our schools will continue to thrive under the leadership of headteachers, supported and challenged by local governing bodies and accountable to the board of directors.

We are confident that this will be achieved whilst at the same time ensuring that all of our family of schools benefit from high levels of collaboration.

These are the things we value

Our values are more than just a statement; they are the core principles that guide our decisions and actions. We arrived at our values through consultation, looking at both the account in Genesis 18 of the visit to Abraham of three angels and also particularly at the icon of this event painted by Andrei Rublev. Through this we identified the core values to our Trust:

* Collaboration
* Valuing the Local
* Valuing Difference
* Inclusion

# About St Michael’s Church of England High School

St Michael’s Church of England High School is a school with an extremely bright future. Number on roll and results over the last five years have seen dramatic rises.

Graded ‘Good’ by OFSTED, we are an 11-18 mixed Comprehensive School of around 685 students situated in a delightful position on the northern edge of Crosby.

# Job Role

# Title: Examinations Invigilator

Contract Type: Casual, term time only

Salary: GRADE A - Hourly rate £9.5049

Accountable to: Headteacher, Strategic Business Development Manager, Office Manager and Examinations Officer

Location: St Michael’s Church of England High School, St Michael’s Road, Crosby, L23 7UL

# Main Purpose/Duties

Required as soon as possible, Examination Invigilators. The successful candidates will work during the examination periods throughout the year, supervising examinations, organising the despatch of papers and associated administration. Relevant experience is preferred; however, full training will be given.

**JOB PURPOSE**

To supervise examinations in accordance with the procedures, guidelines and regulations for the integrity and security of examination papers under the direction/instruction of senior staff. Remain vigilant at all times during the test / examination periods so that all pupils have a fair and equal chance of completing the test / examination within the designated time.

**MAIN DUTIES**

**Administration**

* Completion of attendance list and seating plans.
* Check pupils’ materials to ensure that names and relevant numbers have been entered correctly and complete where necessary.
* To brief pupils at the beginning of all tests and examinations stressing the expected behaviours and procedures to be adhered to.
* To report any malpractice incidents to the appropriate member of staff, completing any written reports where necessary.

**Organisation**

* To maintain quiet in the examination room and the immediate vicinity in adherence to the Joint Council for Qualifications (JCQ) rules.
* Ensuring electronic devices not relevant to the examination are switched off and stored in accordance with the Joint Council for Qualifications (JCQ) rules.
* The admittance of correct pupils only into the examination room.
* Handling of pupils who arrive late in accordance with procedures and Joint Council for Qualifications (JCQ) rules.
* Distribute and collect examination papers and materials to the relevant pupils.
* To escort and supervise pupils with examination clashes between examination rooms and over lunchtimes as required.
* To escort and supervise pupils allocated areas in emergency situations.
* Supervision of pupil scribes/readers to ensure that unauthorised communication does not take place with the student during the examination.
* Handling of malpractice incidents in the examination room in accordance with procedures.
* To handle questions from pupils in accordance with procedures and Joint Council for Qualifications (JCQ) rules and seek assistance from senior member of staff where required.
* To assist with pupil first aid/welfare duties as required.
* To release pupils who complete examinations before others maintaining quiet vigilance in the room at all times.

##### **Resources**

* Prepare the designated room for the examination ensuring displays or materials are covered/removed.
* Obtain and return examination papers and materials from the examination office/department.
* Responsibility for the security and safety of examination papers and materials outside of the examination office/department.
* Summon assistance, when required, from relevant members of staff.

**Support for the School**

* Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Be aware of and support the difference to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.
* Contribute to the school ethos, aims and development/improvement plan.
* Work as part of a team, appreciating and supporting the role of other people in the team.
* Attend and participate in meetings as required.
* Participate in training activities as required.

**Note**: - This is not a comprehensive list of all tasks which may be required of the postholder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.

**GENERAL**:

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and it’s grading.

All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure that appropriate improvements are made where necessary.

School has approved a policy on Equal Opportunities in Employment and copies are freely available to all employees.

St Michael’s Church of England High School is a caring Christian community. The successful candidate must demonstrate the ability to support this ethos.

For Application Form, Job Description and Person Specification, see related documents and return the application form to the school email address [vacancies@stmichaelshigh.com](mailto:vacancies@stmichaelshigh.com)

This job description is intended to clarify the main duties and responsibilities of the post, but it is not intended to be an exhaustive list of all the tasks undertaken by the post. The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

Liverpool Diocesan Schools Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Further Safeguarding policies can be found on the website.

Candidates should also refer to ‘Guidance for safer working practice for those working with children and young people in education settings’ which can be found by following the link - <https://www.saferrecruitmentconsortium.org/GSWP%20Sept%202019.pdf>

Appointment to this post is subject to a satisfactory enhanced DBS check, 2 satisfactory references, and verification of qualifications.

The school will undertake all of the DfE pre-employment checks outlined in the statutory guidance [Keeping Children Safe in Education](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/954314/Keeping_children_safe_in_education_2020_-_Update_-_January_2021.pdf). If your application is successful, we are legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before your appointment is confirmed. For posts in regulated activity, the DBS check will include a barred list check. All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. Information can be found at <https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates/new-filtering-rules-for-dbs-certificates-from-28-november-2020-onwards>

# How to Apply

Application Process

The application process for this role is a 2 stage process:

* Application form
* Interview

To be considered for this role you must complete the LDST application form. We are unable to accept CV applications, or applications from agencies.

Once the closing date has been reached all applications will be reviewed. The candidates who best demonstrate the skills listed in the person specification in their application will be invited to interview.

To ask any questions, or to submit your completed application form, please email [vacancies@stmichaelshigh.com](mailto:vacancies@stmichaelshigh.com) or contact the School Office on 0151 924 6778.

LDST reserves the right not to progress candidates to the next stage of the process, or not to appoint to the role, if candidates fail to demonstrate the essential criteria in the person specification.

Applicants from overseas, outside the EEA, are advised to obtain an overseas criminal check before they apply for a visa as the post is in the education sector.

**Closing Date: 9 am on Thursday 10 February 2022**

**Interview Date: TBC**

**Start Date of Post: As required**