

EXAM INVIGILATORS

£9.20 per hour

SET Ixworth School are seeking competent and enthusiastic Exam Invigilators to join our team.

The ideal candidates will:

- Have excellent administrative and organisational skills;
- Possess the ability to communicate effectively with staff and students alike;
- Supervise students sitting the exams;
- Provide assistance to staff and students where necessary;
- Help set up the exam hall;
- Hand out and collect exam papers;
- Be team players with sound IT skills;
- Be flexible, adaptable and collaborative.

Our school is an 11 to 16 non-selective, inclusive secondary school and a member of Seckford Education Trust.

For more information about the school and to download an application pack, please visit:
<https://www.seckfordeducation.org.uk/jobs/>

Please return your completed application form and a formal letter of application to hr@seckford-foundation.org.uk, or by post to HR Department, Marryott House, Burkitt Road, Woodbridge, Suffolk IP12 4JJ.

Closing date for applications: 9am on Monday 9 September 2019.

We reserve the right to appoint prior to the closing date, so please submit your application early to avoid disappointment.

Seckford Education Trust is committed to safeguarding and promoting the welfare of children and young people and successful candidates will be subject to an enhanced check from the Disclosure and Barring Service (DBS).

INTRODUCTION FROM THE HEADTEACHER



Here at SET Ixworth School our motto is 'providing a foundation for life'. We aim to give our students an appetite for excellence in all that they do, equipping them with a set of lifelong skills which will enable them to succeed.

We strive to teach them that learning yields a multitude of rewards if it is approached with rigor and enthusiasm.

This is cultivated by an approach to learning that it is student-centred and set in a stimulating environment.

We are a small and caring school with big opportunities in mind for those who join us. We want our students to enjoy their school life, and be inspired to be inquisitive in their lessons whilst providing each of them with an academic challenge that enables them to realise their potential. We offer a curriculum that them enables to flourish academically and lays foundations for successful progression into post-16 education, training or employment.

As important as academic success is, our aim is to develop the whole person through a range of clubs and activities, which enrich the daily experiences of our students. Added to this is our commitment to build a supportive community that encourages a sense of social responsibility and develops within them a desire to become global citizens. Full details on our curriculum and our enrichment activities are available on our website.

At the heart of our success will be a strong and positive partnership between parents/carers, students, teachers and wider friends of the school. Our '6Cs to Success' underpin how we expect every member of our school community to approach learning and behaviour. To facilitate excellent communication we encourage open dialogue between home and school. To read more about our vision and ethos, please visit <http://www.ixworthfreeschool.org.uk/us/vision-ethos/>.

I hope this provides you with some insight into the life of our school and the founding principles from which we work; yet it cannot truly reflect all that we have to offer. If you like what you read do come and visit us. We look forward to offering you a warm Ixworth welcome. In the meantime, I thank you for your interest in our school and I look forward to receiving your application.

Mark Barrow
Headteacher

JOB DESCRIPTION

Job Title: Exams Invigilator

Salary: £9.20 per hour

Accountable to: Trust Administration Manager

Job Purpose:

- The post holder will support the Examinations Officer with the day-to-day operation of examination venues.

Operation of Internal and External Examinations:

- To support the Examinations Officer with the day-to-day operation of examination venues. This may include:
- Assisting with setting up examination venues by laying out tables, stationery, equipment and examination papers in accordance with procedures laid down by the Awarding Bodies and Joint Council for Qualifications (JCQ);
- Assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues;
- Offering advice and guidance to unregistered candidates without allocated seats;
- Ensuring that candidates do not talk once inside examination venues;
- Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures;
- Checking attendance during examinations;
- Recording details of late arrivals and early leavers and collecting scripts from early leavers;
- Escorting candidates from venues during the examinations as required, and supervising candidates whilst outside examination venues;
- Collecting and collating scripts at the end of the examination in accordance with procedures laid down by the Awarding Bodies and JCQ;
- Assisting with the preparation of script envelopes;
- Supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner.

Examination Processes:

- Assisting with the packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues as appropriate;
- Assisting with the preparation of seating plans;
- Other duties as will be reasonably required by the Examinations Officer.

JOB DESCRIPTION

General Responsibilities

Health and safety

You have a legal duty to take reasonable care of your own health and safety and that of others and you are expected to be familiar with, and adhere to Seckford Education Trust's Health and Safety Policy.

Child Protection/vulnerable adults statement

Seckford Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. You will be expected to support this approach in the context of your role and to adhere to and ensure compliance with the Trust's Child Protection Policy Statement at all times. If in the course of carrying out your duties you become aware of any actual or potential risks to the safety or welfare of children in the school you must report any concerns to the appropriate Safeguarding Lead or to the Headteacher.

Brand values

Ensure your work, communication and approach conforms to the brand values and house style of the Trust and the wider Seckford Foundation.

Keep up to date, and comply with the Trust's Rules, Policies and Procedures at all times, as detailed on the School Intranet.

PERSON SPECIFICATION

Role: Administration Assistant		
Qualifications & Experience	Essential	Desirable
• Educated to GCSE level (good grades in English and Maths); effective oral/written communication skills and numeracy;	✓	
• Good grades in all GCSEs taken;		✓
• Experience of working or studying in a higher education environment;	✓	
• An understanding of examination processes.	✓	
Skills and Attributes	Essential	Desirable
• Excellent administrative skills;	✓	
• Excellent organisational skills;	✓	
• Good communication skills are required for liaising with students and academic staff;	✓	
• Good ICT and office skills.	✓	
Personal Qualities	Essential	Desirable
• Accuracy and attention to detail;	✓	
• Willingness and ability to be flexible in order to be available during the examination series;	✓	
• Ability to relate to teaching staff and students;	✓	
• Highly organised with good timekeeping;	✓	
• High levels of discretion, integrity and approachability;		
• Flexible and collaborative.	✓	
Safeguarding		
• Evidence of a commitment to promoting the health, welfare and safeguarding of children.	✓	

INFORMATION FOR APPLICANTS

Applications will only be accepted from candidates completing the application form in full. CV's will not be accepted in substitution for completed application forms in the absence of good reason, although you may refer to the CV in the relevant section of the application form.

Interviews will be offered to those applicants who best demonstrate how:

- Skills, abilities and experience match the person specification for the job description, and;
- You evidence your commitment to the needs of the role and the Trust.

Closing date: 9am on Monday 9 September 2019.

We reserve the right to appoint prior to the closing date so please submit your application early to avoid disappointment.

Any questions?

If you would like an informal discussion about any aspect of the role, or if you would like to arrange a visit please contact the HR Department on 01394 615167.

Applying

If you decide to apply for the position please return your completed application form (which can be found on <https://www.seckfordeducation.org.uk/jobs/>) and a formal letter of application by:

Email (preferable) to:

hr@seckford-foundation.org.uk

Post to:

HR Department, Seckford Education Trust, Marryott House, Burkitt Road,
Woodbridge, Suffolk IP12 4JJ



All appointments are subject to the usual pre-employment checks to meet vetting and barring requirements. For more information about the application and vetting process please refer to the Explanatory Notes provided on the website.