



Exam Invigilators Application Pack



Exam Invigilators

Salary: £9.20 per hour

SET Beccles and SET Saxmundham Schools

Seckford Education Trust are seeking competent and enthusiastic Exam Invigilators to join our teams at SET Beccles and SET Saxmundham Schools.

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 schools are 11 to 16 non-selective, inclusive secondary schools.

For further details and to download an application form, please visit <https://www.seckfordeducation.org.uk/jobs/> in the first instance, or contact HR on 01394 615167.

Please state which school you are applying to on your application form.

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: 9.00am on Monday 6 April 2020

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).

The Role

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.



The Role (Cont.)

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.

The Person

	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> Educated to GCSE level (good grades in English and Maths); effective oral/written communication skills and numeracy; Experience of working or studying in a higher education environment; An understanding of examination processes. 	<ul style="list-style-type: none"> Good grades in all GCSEs taken.
Skills and Attributes	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Evidence of a commitment to promoting the health, welfare and safeguarding of children. 	

Trust Vision and Values

Vision

We believe in each and every young person.

We will play our part in your success in the relay of life.

So join us and take up the baton.

You might run.

You might walk.

You might stumble and fall.

Whatever you do we will empower you to enjoy running your best race.

We believe in each and every young person, providing a foundation for life, so that you will proudly pass the baton to the next generation.

Values

Striving for Excellence

Is it a Rolls Royce or the Lego car that Peter aged 3 made? A Rembrandt or Maria's first finger painting that is now displayed on grandmother's fridge? Is it a Gold medal at the Olympics or Jamie beating his personal best?

It's all of these: using our talents and abilities in the best possible way; always trying to be better; guiding others to success. We know that excellence is never an accident; it is an attitude.

Collaboration

Alone we can do so little, together we can do so much.

Flowers will grow.

Bees will work.

Wind will carry.

Each works well on their own. But it's the whole that is greater than the sum of the parts.

Together they create new crops, beautiful flowers and sweet tasting honey. But they do more than that. They sustain life.

We are like the wind, bees and flowers. We too provide the foundation for life. We create the pollination of success through the power of collaboration.

Integrity

As the sun rises I wake up and I am faced with options and my choices affect how I feel about myself at the end of the day. I strive to have strength of character to speak out for others making a decision to stand by what is right. When I know one of my colleagues has not got the confidence to speak up I will stand by their side. When I see someone in class that no-one will work with I will work with them. I will treat others fairly and with kindness even when I feel the world is against me. Every choice I make will work towards supporting and strengthening the values of our community.

As the sun sets I will know that at the end of the day I can look back proudly, knowing I have been honest and stood by my principles. I acted with integrity.

Trust Vision and Values

Determination

We all have dreams.

We all have goals.

Jesse Owen's goal was to win an Olympic gold medal.

Imagine a divided America, where challenges and barriers were common place.

This is where Jesse Owens began to work towards his goal.

He was not allowed to travel on the bus alongside his white team mates, but yet he continued.

It was unsafe for Owens to eat in the diners, but yet he continued.

Owens carried injuries and was excluded from the team hotels, but yet he continued.

In 1936, in front of Hitler, Jesse Owens' determination was rewarded with not one, but four Olympic gold medals.

Our strength in falling back is our strength to leap forward.

Empowering

'Let go!'

'....I already have.'

I will provide my child with the tools and confidence to cycle through their journey of life, supported in facing new adventures and challenges. Not everything to be experienced comes with instructions, but with strength in failure we can grow in success.

Starting with the stabilisers, the shout 'I can't.' My reply, 'Yes you can!' The stabilisers are removed and I steady the back of the bike running along-side. The new shout of 'Let go!' My response, 'I already have.'

Apply this to our Trust; for every time a student says 'I can't do it', we will reply 'Yes, you can. You just can't do it yet.' Empowering them and remembering that 'It always seems impossible until it is done.' – Nelson Mandela.



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: 9.00am on Monday 6 April 2020

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

Any questions?

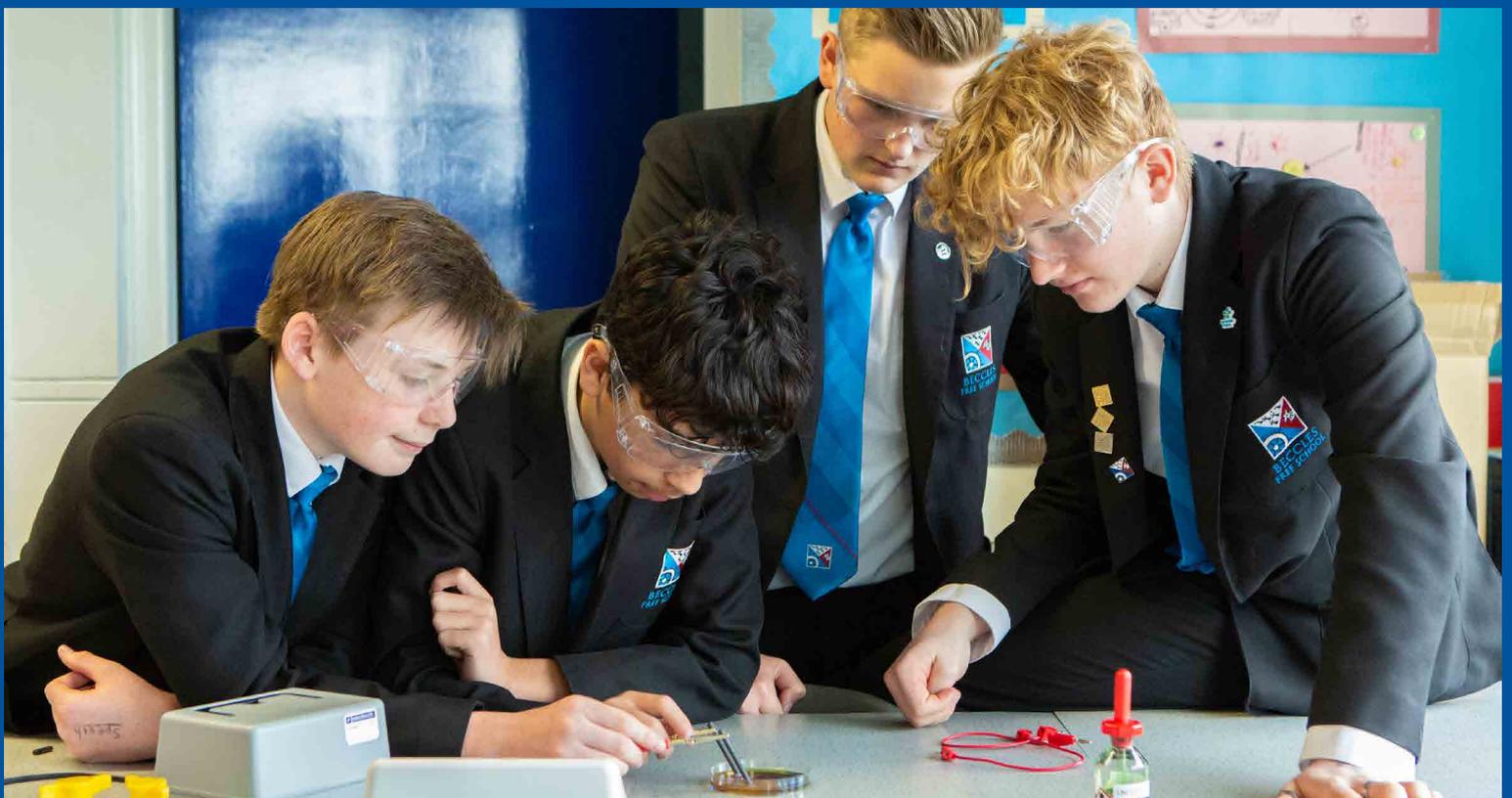
If you would like an informal discussion about any aspect of the role, or if you would like to arrange a visit please contact the HR Department on 01394 615167.

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





Marryott House | Burkitt Road | Woodbridge | Suffolk | IP12 4JH
01394 615 000 | www.seckfordeducation.org.uk