

# RECRUITMENT PACK IVANHOE SCHOOL

## Exams Invigilator



# RECRUITMENT PACK

## Message from Headteacher

Thank you for expressing an interest in this post at Ivanhoe School.

At Ivanhoe School, our students come first. We recognise their different needs and work hard with them to develop their abilities and talents. We value the unique contribution of each student and want them to achieve their full potential.

On our journey we commit to:

- Providing a rich and creative teaching and learning community
- Providing a safe and caring environment
- Investing in ourselves to ensure everyone achieves success
- Respecting and valuing everyone and embracing diversity
- Building strong partnerships within our local community
- Continually preparing to meet future challenges



Our students are highly successful across a broad range of activities – personal and social development, sporting, artistic, musical and cultural. We work in close partnership with schools within LIFE Mat to build expertise across our teaching community.

We enjoy learning together – not only in lessons but also through the wide range of extra-curricular activities we have on offer, and we encourage all students to get involved. We are committed to working closely with parents and a high value is placed on student voice in all aspects of school life.



Highly qualified teachers and support staff provide an excellent, caring environment in which students can learn and flourish safely. Our aspirations, expectations and commitment are relentlessly high for all members of the school community.



Ivanhoe School became Members of the LiFE Multi Academy Trust in July 2021. Ivanhoe School works closely with local LIFE MAT schools: Ashby School and Ibstock Community College as part of the 'National Forest Hub.'

The LiFE MAT visions and values are as follows:

### **Vision**

We have a compelling desire to provide high quality, personalised and rounded education for everyone, right in the heart of our local community. We believe that no school can be deemed successful unless all those around it are also successful, popular and flourishing. Hence, we believe that dynamic, mutually accountable collaboration and challenge between local schools as members of the LiFE MAT is the cornerstone of our future success.

# RECRUITMENT PACK

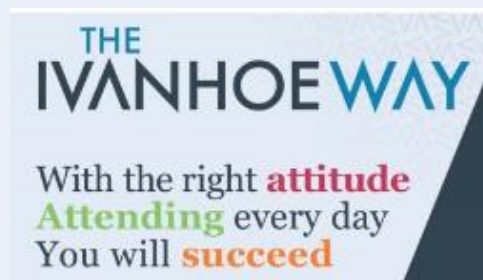
Each of our schools needs to be seen as a leader of, and vital to, its local community; each school is regarded as fundamental to the identity of its surrounding community. In this capacity we will relentlessly promote the values of inclusion and the celebration of diversity, alongside personal responsibility and respect.

## Values

- Ensuring that every student achieves positive, life changing outcomes
- Providing a whole education: academic excellence co-existing with an exceptional commitment to activity beyond the school gate
- **The relentless pursuit of excellence by;** expecting this of every person, every day; recognising and celebrating behaviours that lead to great progress and promoting and celebrating elite performance inside school and in the wider world
- Valuing and promoting the celebration and understanding of diversity and qualities of our staff and students
- Ensuring that all students and staff feel known, appreciated and supported
- Committing whole-heartedly to collaboration within, between and beyond our academies
- Ensuring our curricula are agents for the promotion of our values

We look forward to your application

Alison Allford  
Headteacher



# RECRUITMENT PACK

## Exams Invigilator

Thank you for your interest in this post.

We are looking to recruit a number of Invigilators to join our exams team. These are flexible positions, for which full training will be given, with the opportunity to join a friendly and supportive team. During examinations you will supervise students taking both external and internal exams, in accordance with the Joint Council for Qualifications (JCQ) regulations. You may also be required to facilitate students' Reasonable Adjustments where necessary. Applicants should be reliable and friendly with a flexible approach to work. Good communication and interpersonal skills are essential, as is the ability to work as part of a team. You will need the ability to express a confident and reassuring presence to candidates in the exam rooms

Please [headspa@ivanhoe.co.uk](mailto:headspa@ivanhoe.co.uk) if you require any further information about the school or the role, or if you would like an application pack posting to you.

Closing date for applications is 10.00am, 13<sup>th</sup> January 2025

Interviews will be held on Wednesday 15<sup>th</sup> January 2025

### **Application Process**

All our current career opportunities and applications forms can be found at <https://www.eteach.com/careers/ivanhoe-co/>

### ***Safeguarding***

*LiFE Multi Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment will be subject to a DBS check and an online search.*

*We are committed to the safety of our students and the protection of staff. Our recruitment process is in full accordance with recent guidance from the government for safer recruitment. Appointment to this post will be subject to satisfactory pre-employment checks.*

### ***Equal Opportunities***

*Ivanhoe is committed to equal opportunities in our recruitment and selection procedures. We welcome applications from all who meet the essential requirements within the person specification.*

# RECRUITMENT PACK

## **Job Description**

Grade: Grade 4, Point 6

£12.55 per hour

Hours: By negotiation and agreement during exam and mock exam windows throughout the year. Our next mock window is February 2024. Our main Year 11 exams run from May-June. Paid invigilator training will need to be completed before this. Invigilators will work one of the following times during these windows.

Morning Session 8:30 – 12

Afternoon Session 12:30 – 3:30

All Day 8:30 – 3:30

Responsible to: Examinations Officer

Job Purpose: To ensure that examinations are conducted according to JCQ regulations to:

- ensure all candidates have an equal opportunity to demonstrate their abilities
- ensure the security of the examination materials before, during and after the examination
- prevent possible candidate malpractice
- prevent possible administrative failures

### **Journey to Excellence. On our journey we commit to:**

- Providing a rich and creative teaching and learning community
- Providing a safe and caring environment
- Investing in ourselves to ensure everyone achieves success
- Respecting and valuing everyone and embracing diversity
- Building strong partnerships within our local community
- Continually preparing to meet future challenges

### **Key Responsibilities:**

- To work within the framework of teachers' pay and conditions, current legislation and the policies of the school.
- These responsibilities are made particular to Ivanhoe School through the policies and practices as published each year in the staff handbook.

# RECRUITMENT PACK

- All Ivanhoe staff members are expected to promote and safeguard the welfare of students at the school.

- 

## **The post holder is responsible to the:**

- Headteacher in all matters
- The Exams Officer

All Ivanhoe employees are expected to promote and safeguard the welfare of students at the school. Our Child Protection Policy is made known to all and is designed to guide staff, students and parents/carers with regard to Child Protection issues.

## **General Requirements**

- Experience of invigilation is not required as training in the role and duties of an invigilator will be provided
- Invigilators are required to:
  - o declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them
  - o confirm their availability in advance of main examination periods
- Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times

## **An ideal candidate will:**

- be reliable, flexible and readily available during main examination periods
- have effective communication skills and good interpersonal skills
- work well as part of a team
- be confident and a reassuring presence to candidates in examination rooms
- be able to give instructions and manage situations involving different groups of people
- have basic IT skills (familiar with use of email, mobile phone messaging etc.)
- seek to achieve competence in the role and a rigorous understanding of the JCQ regulations

# RECRUITMENT PACK

## **Main duties**

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Ivanhoe School regulations and instructions.

To have a key role in upholding the integrity and security of the external examination/assessment process.

## **Before examinations**

- Report to and be briefed by the exams officer prior to each exam session
- Keep confidential exam question papers and materials secure before, during and after exams
- Ensure exam rooms are set up according to the requirements
- Admit candidates into exam rooms under formal examination conditions
- Give full attention to conducting the examinations properly
- Identify candidates and seat candidates according to the required arrangements
- Distribute the correct question papers and exam materials to candidates
- Instruct candidates in the conduct of their exams
- Deal with candidate questions
- Start exams

## **During examinations**

- Supervise and observe candidates at all times and be vigilant throughout examinations
- Keep disruption in examination rooms to a minimum
- Deal with emergencies or irregularities effectively and according to school policy
- Record/report any incidents, disruption or irregularities
- Complete attendance registers
- Deal with candidate questions according to the regulations

## **After examinations**

- Instruct candidates in finishing their examinations and collect examination scripts and materials
- Dismiss candidates from the examination room
- Check candidates' names on scripts, match the details on the attendance register
- Securely return all examination scripts and materials to the exams officer

## **Other tasks**

- Undertake training, update and review sessions as required
- (Prior to invigilating any external examination in a new academic year) Undertake relevant invigilator training and assessment for that academic year
- Undertake, where required and where able, other duties requested by the exams officer, for example:

# RECRUITMENT PACK

- o centre supervision of examination timetable clash candidates between examination sessions
- o facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
- o other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'



# RECRUITMENT PACK

## **Safer Recruitment Applicant Information**

The information contained within this document is aimed at helping applicants understand what is required should they be asked to attend for interview.

### **SAFEGUARDING CHILDREN AND YOUNG PEOPLE**

Ivanhoe School has a commitment to safeguard and promote the welfare of children and/or young people. We have robust processes and procedures to reduce risk and continuously promote a positive culture of safeguarding amongst our workforce.

The post you are applying for involves working with children and/or young people and you will be subject to Ivanhoe School's safer recruitment process.

### **PRE- EMPLOYMENT VETTING**

As part of its safer recruitment and selection process, Ivanhoe School operates a strict preemployment vetting procedure. All applicants will be required to undergo the checks outlined below.

### **Declaration of Previous Convictions**

The amendments to the Rehabilitation of Offenders Act 1974, Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions is available on the Ministry of Justice website.

Should you be shortlisted for the position, you will be required to complete a criminal records self-declaration form in order to provide any information about any unspent and unprotected criminal records that you may have.

### **Disclosure and Barring Service (DBS)**

Successful applicants seeking to work with children and/or young people will be required to undergo an Enhanced DBS Disclosure; this will include a check against the Barred List.

A Barred List check is the minimum check required for staff working in organisations. Successful applicants will be checked against the List prior to an offer of appointment being made.

We will also retain, with the permission of the applicant, the DBS Disclosure documents of any 'hold' candidates. These documents will be destroyed once a decision (offer and acceptance) has been reached.

Where an applicant is not normally resident in the United Kingdom or has been resident outside the United Kingdom for more than six months, a certificate of good conduct will be required from the previous country of residence.

### **Qualifications**

If the post applied for requires a specific qualification, the applicant will be required to bring the original certificate along to the interview. If the original certificate is unavailable, a certified copy of the document must be provided by the issuing establishment.

**Registration with a Professional Body** If the post applied for requires registration with a professional body, the applicant will be required to bring the original certificate along to the interview. If the original certificate is unavailable, a certified copy of the document must be provided by the issuing establishment. Ivanhoe School will verify registration/membership with the relevant professional body.

# RECRUITMENT PACK

## **References**

Applicants are required to provide a minimum of two referees, one of which must be your most recent employer. One reference must be from a referee where the employment involved working with children and/or young people wherever possible.

If you have worked in a school, the referee must be the Headteacher/Business Manager of that school.

If you have undertaken voluntary work with children and/or young people, you should use the leadership of such voluntary provision as a referee.

In addition, Ivanhoe School will seek references from educational establishments for those applicants with no previous employment history.

**Under no circumstances will Open References (i.e. addressed “to whom it may concern”) be accepted.**

In all cases, Ivanhoe School will contact the referee prior to the interview, except if you have specifically indicated that you would prefer us to contact them only if you are made an offer of appointment.

## **Eligibility to Work in the UK**

Ivanhoe School has a legal obligation to check documentary evidence to confirm that all potential employees are eligible to work in the UK.

## **Medical Assessment**

All offers of appointment will be subject to the satisfactory outcome of a medical assessment procedure.

## **IMPORTANT NOTICE TO ALL APPLICANTS**

As stated previously, all offers of appointment are made subject to the satisfactory outcome of the pre-employment checks for the post