



Boroughbridge
High School

Exam Invigilators

Supply/Relief

NYCC Grade CD: (£11.79 - £12.38 per hour)

Start Date: Immediate

Boroughbridge High School are seeking to recruit new Exam Invigilators to work with the existing team in the running of all internal and public examinations at the school, including public exams for GCSE

The post would be ideally suited to applicants who are able to work flexible daytime hours. Full training will be provided and working hours will be negotiated for each exam period.

Closing date: Midday, Monday 29th January 2024

Interviews: to be confirmed

For an application form please visit the school website at www.boroughbridgehigh.com

Completed application forms should be returned via email to vacancies@boroughbridgehigh.com or by post to Boroughbridge High school, Wetherby Road, Boroughbridge, YO51 9JX and marked for the attention of Wendy Firth

The school is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. An Enhanced DBS check will be required for this post.

Please note that CVs will not be accepted.



Information on How to Apply

Please download an application form and complete.

Please use the section 16 "Supporting Evidence" on the application form to demonstrate how you can meet the criteria given in the advert.

Please note CVs will not be accepted. Please do not enclose a covering letter as this will not form part of your application.

We are committed to safeguarding and promoting the welfare of young people and expect all members of staff to share this commitment.

Closing date: **Midday, Monday 29th January 2024**

Interviews: to be confirmed

An Enhanced DBS disclosure is required for this post through North Yorkshire County Council. This will be arranged for the successful applicant.

Completed application forms should be returned via email to

vacancies@boroughbridgehigh.com

or by post to Boroughbridge High school, Wetherby Road, Boroughbridge, YO51 9JX and marked for the attention of Wendy Firth.

Thank you for your interest in this post. If you have not heard from us within 21 days of the closing date, please assume your application has been unsuccessful. In that event, may we wish you well in your search for a suitable position.

BOROUGHBRIDGE HIGH SCHOOL

All job descriptions will be reviewed annually & set in the context of the school's aims & current development plan

Exam Invigilator

| | |
|------------------------|-----------------------------|
| <i>Responsible to:</i> | Examinations Officer |
|------------------------|-----------------------------|

| | |
|----------------------------------|------------------------------|
| <i>Salary NYCC Band:</i> | Grade C/D |
| <i>Full Time/Part Time:</i> | Supply/Relief |
| <i>Hours:</i> | Ad-hoc hours |
| <i>Full Year/Term Time Only:</i> | Relief Claiming Basis |

Professional Responsibilities

All Associate Staff

| | |
|-----------|--|
| 1. | To work within the North Yorkshire County Council's Conditions of Service |
| 2. | To support the aims, policies, procedures and ethos of the school |
| 3. | To participate in the school's agreed Performance Management procedures |
| 4. | Help safeguard the welfare of children in the school and ensure services are delivered with regard to equalities |
| 5. | Work safely and co-operate with health and safety procedures |
| 6. | Attend school meetings as appropriate within designated working hours |
| 7. | Undertake appropriate staff training and development activities |
| 8. | Undertake whatever duties might be reasonably requested by the Head or Line Manager |

Boroughbridge High School – Job Description

| | |
|---|--|
| POST: | Exam Invigilator |
| GRADE: | Grade CD (£11.79 – 12.38 per hour) |
| CONTRACT TERM: | Relief/Claiming Basis |
| HOURS OF WORK: | As Required |
| RESPONSIBLE TO: | Examinations Officer |
| STAFF MANAGED: | None |
| JOB PURPOSE: | To ensure the fair and proper conduct of examinations/tests according to the schools and examinations boards rules, in an environment that enables pupils to perform at their best. |
| Job Context | <p>All schools are required to run examinations and tests in accordance with an examination board's rules and regulations and this role contributes to ensuring that pupils are aware of and comply with these rules, dealing with issues as they arise.</p> <p>DBS clearance required</p> |
| ACCOUNTABILITIES / MAIN RESPONSIBILITIES | |
| Operational Issues | <ul style="list-style-type: none"> • Supervise the candidate's entry into the examination venue • Ensure correct identification of all candidates • Invigilate the examination/test • Respond to pupil requests during the examination • Ensure no unauthorised material is consulted • Escort candidates from the location during the examination, such as toilet breaks • Deal with issues as they arise, e.g. candidates arriving late, illness of a candidate, malpractice, health & safety emergencies |
| Communications | <ul style="list-style-type: none"> • Communicate examination procedures and conditions to pupils clearly and oversee behaviour • Apply discipline procedures where appropriate if candidates are not obeying the examination procedures/conditions • Notify candidates of the start and finish times of the examination |
| Resource management | <ul style="list-style-type: none"> • Assist in the setting up of the examination venue, laying out of equipment and papers in accordance with procedures • Distribute additional paper and equipment as required • Collect examinations papers from the candidates at the end of the examination |
| Safeguarding | <ul style="list-style-type: none"> • To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate. |

| | |
|--------------------------------|--|
| | |
| Systems and Information | <ul style="list-style-type: none"> • Ensure the candidate attendance and absence records are completed accurately |
| Planning and Organising | <ul style="list-style-type: none"> • Ensure the accurate timing of the examination |
| Data Protection | <ul style="list-style-type: none"> • To comply with the County Council's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality. |
| Health and Safety | <ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety Policy and Procedure. • To work with colleagues and others to maintain health, safety and welfare within the working environment. • Follow the school's Health & Safety Policy. |
| Equalities | <ul style="list-style-type: none"> • We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. • Within own area of responsibility work in accordance with the aims of the Equality Policy Statement |
| Flexibility | <ul style="list-style-type: none"> • North Yorkshire County Council provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with County Council Policies and Procedures. |
| Customer Service | <ul style="list-style-type: none"> • The County Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. • The County Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values. |
| Date of Issue | |

JOB TITLE: Exam Invigilator

| Essential upon appointment | Desirable on appointment (if not attained, development may be provided for successful candidate) |
|---|---|
| Knowledge <ul style="list-style-type: none">• Basic understanding of exam rules and procedures | <ul style="list-style-type: none">• Knowledge of examination board rules and regulations• An understanding of examination processes• Knowledge of school behavioural policies |
| Experience | <ul style="list-style-type: none">• Experience of working in a school setting• Experience of invigilating examinations/tests |
| Occupational Skills <ul style="list-style-type: none">• Good interpersonal and communication skills• Accuracy and attention to detail• Flexible• Reliable and punctual• Ability to work calmly under pressure• Ability to make decisions quickly• Observational skills | |
| Qualifications <ul style="list-style-type: none">• Good general standard of education• Good literacy and numeracy skills | |