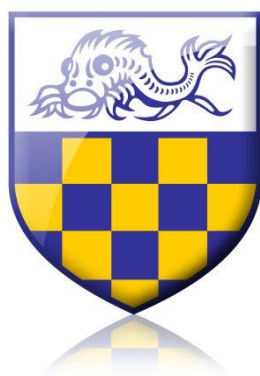


Longhill High School Rottingdean Brighton



Information Pack 2016

Examination Invigilator

**Part-time Casual Work
£8.25 per hour**

April 2016

Dear Applicant

Post of Examination Invigilator

Thank you for contacting us about this vacancy. Please find enclosed a job pack and application form. Your application is important to us and we want to make our recruitment process as easy as possible. Please take a few minutes to read the enclosed notes and, if there is any other assistance we can provide, please do not hesitate to contact me on (01273) 304086.

For your reference the school has its own web site www.longhill.org.uk where you will find further information about the school.

Shortlisting for interview will be based solely on the information you provide on the application form. Please include evidence of how you meet each of the criteria set out in the person specification, providing examples where possible.

Should you need to use supplementary sheets when completing your application, please make sure that these are clearly marked with both your name and the post for which you are applying.

Please return your application by e-mail to: personnel@longhill.org.uk or by post for the Personnel & Admin Manager, Longhill High School, Falmer Road, Rottingdean, Brighton BN2 7FR.

Please note that due to the increased cost of postage, we are unable to acknowledge receipt of application forms or let candidates know that they have not been selected for interview.

Please note if you apply online or provide an email address with your application we will send invitations to interview and other recruitment correspondence by email.

Yours sincerely

Personnel & Admin Manager

Encs:

Job Description - Examinations Invigilator

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To provide invigilation for all external and internal examinations at the school. The exam invigilator is responsible for collecting exam material prior to the exam, distributing the material to the candidates, supervising the examination for the duration of the scheduled time and returning all exam materials to the Examinations Officer at the end of the allocated time.

Duties and responsibilities – Training will be given

1. To have an understanding of and commitment to maintaining the appropriate standards of confidentiality/security of examination materials.
2. To adhere to the school's policies and procedures
3. To have an extensive knowledge of the examination room guidelines and procedures
4. Ensuring the examination room is prepared and allowing candidates into the room.
5. Collecting examination material prior to the examination.
6. Maintaining the security of examination materials at all times.
7. To help distribute examination materials.
8. To help ensure the candidates are informed of examination regulations prior to the examination commencing.
9. Dealing with candidates who have arrived to take the exam but who are not on the register list. (This must be reported to the Exams officer immediately)
10. Ensuring that candidates have the correct papers.
11. Ensuring that candidates who arrive late to an exam are dealt with quickly and according to regulations.
12. Distributing additional equipment as required.
13. Dealing with candidate queries during exams.
14. Supervising the exam according to the relevant time and meeting any additional conditions.
15. Ensuring exam conditions are maintained whilst dismissing candidates from their exam.
16. To report/communicate any problems/incidents/emergencies to the examinations officer.

17. Ensuring scripts are collected, collated as per instructions, and delivered to the exams officer. (Scripts must NEVER be left unattended).
18. Any other duties as can be reasonably expected and as seen fit by the exams officer/ senior staff.
19. Responsible for promoting and safeguarding the welfare of children and young people you may come into contact with.
20. To uphold the schools' Health and Safety requirements, with regard to agreed codes of practice and safe methods of working.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the school reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes.

Longhill High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Dress code

In order to maintain a professional atmosphere and to set the right tone for the examination, Longhill School requires a smart/casual dress code; no jeans and no collarless shirts for men.

Eligibility

Applicants must be able to get to the school on time and be punctual and reliable. Applicants must be fit and healthy as they are required to be mobile for periods of up to two hours.

All applicants are subject to an enhanced DBS application.

Dates and times

The examination period runs throughout the year with the main GCSE period from early May to the end of June. Morning sessions begin at 8.15 am and afternoon sessions from 1.15pm

All invigilators will be required to attend a training session prior to the start of the examination season.

Person specification

As an invigilator you may have to deal with difficult or urgent situations as part of a team. We therefore need people who work well both as a member of a team and under direction. The successful candidates will be discreet, able to respect confidentiality and will have the ability to relate to teenage children. Good communication skills are essential, as are punctuality, reliability and flexibility.

Duties and remuneration

Invigilators report to the Examinations Officer. They are employed on a casual basis, making claims for payment on a sessional basis. Payments are made directly to bank accounts via the Bacs system, and are paid at £8.25 per hour.

Exams are held in both the Main Hall and the Sports Hall

Equal opportunities

Longhill School is committed to a policy of Equal Opportunities to ensure that all candidates for employment are treated fairly. Applications are welcome from all sections of the community;