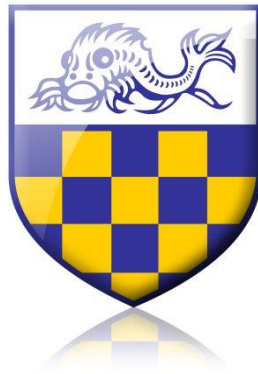


**Longhill High School  
Rottingdean  
Brighton**



**Information Pack 2018**

**Examination Invigilator**

**Part-time Casual Work  
NJC 1-2 Point 10 £8.75 per hour (VLW)**

October 2018

Dear Applicant

Thank you for your application to join the community at Longhill High School. I hope you will find the contents of this pack both interesting and informative.

We would encourage you to find out all you can about the school to ensure that you are making your application from a fully-informed basis. You can visit our website at [www.Longhill.org.uk](http://www.Longhill.org.uk)

Ofsted said in September 2018 that *'Teachers have renewed enthusiasm for teaching and a group of staff actively research new ways to inspire pupils. Consequently, teachers are motivated and form part of the ambitious learning culture permeating throughout the school.'*

Your commitment and enthusiasm towards the Longhill ethos, as well as the skills that you are able to bring to the school, will be key in our decision making process.

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.

An application form can be found on the school website [www.Longhill.org.uk](http://www.Longhill.org.uk) . Please return your application by e-mail to: [personnel@longhill.org.uk](mailto:personnel@longhill.org.uk) or by post for the attention of Ali Carter, Heads PA, Longhill High School, Falmer Road, Rottingdean, Brighton BN2 7FR.

We take the issue of safeguarding children very seriously and all applications are processed accordingly. Please note that any appointments are made subject to enhanced DBS clearance, identity checks, continuous employment/employment gaps checks and satisfactory written references which we will apply for prior to the interview.

Thank you for your interest and we look forward to hearing from you.

Yours sincerely



**Miss K Williams**  
**Headteacher**

### Job Description - Examinations Invigilator

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 £8.75 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;



## **Brighton & Hove**

### **SUMMARY STATEMENT ON USE OF DISCLOSURE INFORMATION IN RECRUITMENT & SELECTION**

#### **Introduction**

Thank you for applying for a position within Brighton & Hove City Council. You have applied for a post or voluntary work that falls under the definition of 'regulated position' under exemptions to the Rehabilitation of Offenders Act 1974. This means that a criminal conviction check (or disclosure) will be undertaken on any individual who is offered the post. Where appropriate (where the post involves working with children or vulnerable adults) details will also be checked against the Department of Health and Department for Education & Skills lists. These checks are undertaken by the Disclosure & Barring Service (DBS) only when a conditional offer of employment has been made but you will be asked during the recruitment process to declare any relevant information.

It is the intention of Brighton & Hove City Council not to discriminate unfairly against individuals on the basis of their previous offending history. Possession of a criminal record is not an automatic bar to obtaining employment or voluntary work.

The purpose of this Statement is to provide assurance to applicants that the information released in Enhanced Disclosures is used fairly and that sensitive personal information is handled and stored appropriately and kept for only as long as necessary.

#### **Handling of Disclosure Information**

Recipients of Disclosure Information at Brighton & Hove City Council will only disclose this information to the recruiting manager and Human Resources Manager. Unauthorised disclosure of any information provided by the DBS is an offence under Section 124 of the Police Act 1997.

Disclosure Information will be securely stored and will be retained for a maximum period of six months unless, in exceptional circumstances, formal written agreement of the DBS is obtained to retain them for a longer period. Brighton & Hove City Council as a Registered Body must comply with the DBS Code of Practice. All matters relating to the use of Disclosure Information will be undertaken in accordance with the DBS Code of Practice and Brighton & Hove City Council's Code of Practice on the Use of Disclosure Information.

#### **Further Information**

If you are successful in obtaining a conditional offer of employment (or have been accepted as a volunteer), you will be sent further information on the Disclosure process including guidance on completion of the Disclosure Application Form. Disclosures for employment will be funded by the Council and Disclosures for Volunteers are free of charge.

Further information on the DBS and the Disclosure process including the DBS Code of Practice can be obtained by visiting the web site: [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs) or by calling 0870 90 90 844.

Further information on the Council's Policy on the Recruitment of Ex-Offenders and the Code of Practice on the Use of Disclosure Information can be obtained by contacting Human Resources on (01273) 29231