



PENISTONE GRAMMAR SCHOOL
ADVANCED LEARNING CENTRE

NEVER STOP FLYING

Recruitment Pack

Relief Exam Invigilator

March 2019



Penistone Grammar School

Never Stop Flying

Principal: Mr P Crook (B.Ed Hons)
Huddersfield Road, Penistone, Sheffield, S36 7BX
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Achieving Excellence through a Values Driven Education

Ref: PCR/SWI

Date: March 2019

Dear Applicant

RELIEF EXAM INVIGILATOR

Thank you for expressing an interest in Penistone Grammar School. I hope that the information in this pack is helpful in providing an insight into our learning community, there has never been a better time to join us and embark with us on our transformational journey.

Relief Exam Invigilators work with the Examinations Officer to ensure the successful operation of the examinations process in school. We value the role of Exam Invigilators who have a key role in upholding the integrity of the external examination/assessment process.

If you would like to apply for this post please complete the attached application and return it for the attention of Sue Williams, email swilliams@penistone-gs.uk by Monday 25 March at 12 Noon.

I look forward to receiving your application.

Yours sincerely

Mr P Crook
Principal



Aim High



Be Determined



Be Brave



Be Supportive



Be Proud



Penistone Grammar School
Huddersfield Road
Sheffield
S36 7BX

Exam Invigilator

Contract: **Relief**
As and when required during Term Time

Salary: **Grade 2: £8.75 per hour**

Start Date: **As soon as possible**

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Penistone Grammar School is recruiting Exam Invigilators to work with the Examinations Officer to ensure the successful operation of the examinations process in school. The invigilator is the person in the examination room responsible for conducting an examination session in the presence of the candidates and has a key role in upholding the integrity of the external examination/assessment process.

As a school, we pride ourselves on our consistently high standards, both in terms of learning and in terms of behaviour. We have a commitment to the success of all students, academically and pastorally and expect all our staff to share this commitment.

To apply please download the application form and additional details or email Sue Williams: swilliams@penistone-gs.uk

The closing date for receipt of completed application forms is **Monday 25 March 2019 at 12 noon.**

Penistone Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to complete a DBS form in line with Section 115 of the Police Act 1997.

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Job Title	Exam Invigilator
Responsible to	Examinations Officer
Responsible for	
Grade	Grade 2 Point 9
Purpose of the Role	To enable the smooth running and efficient administration of school examinations.

The following information is provided to assist staff joining the school to understand and appreciate the work, content of the post and role they are to play in the organisation. Whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used which assume all the usual associated routines.

MAIN DUTIES

Support for the Examination Process:

1. To work with the Examinations Officer to ensure the successful operation of the examinations process in school.
2. To be familiar with the guidance for invigilators and instructions provided for conduct of the examination by the Examinations Officer and/or relevant Examination Board.
3. To supervise the admission of candidates into the examination room and to help them find their allocated seats quietly and efficiently.
4. To distribute question papers, answer booklets and associated materials at the beginning of the examination and to collect them at the end.
5. To assist in the efficient timekeeping of the examination and ensure that a clock, visible to all candidates, is in the examination room and examination board instructions for candidates are displayed in line with legal requirements.
6. To ensure any minor behaviour issues are dealt with in accordance with school policy, report any breaches of the Examination Code of Conduct to the Examinations Officer immediately and to make a record of the problem in the examinations incident book.
7. To ensure the examination room is clear and tidied for the next session and to check examination desks for any graffiti.
8. To follow JCQ guidelines when invigilating for pupils with Access Arrangements.

Support for Candidates:

9. To supervise candidates in a quiet and unobtrusive manner to ensure that the regulations on conduct, communication, etc., are strictly observed.
10. To respond to candidates' queries in accordance with examination regulations.
11. To provide candidates with additional paper and/or equipment as necessary and in accordance with examination board regulations.
12. To escort and supervise candidates who may need to leave the examination room in an emergency.
13. To attend and contribute to Invigilator Meetings.

GENERAL INFORMATION

1. To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
2. To promote actively the school's policies.
3. To actively promote and participate in personal professional development and the professional development of colleagues.
4. To ensure compliance with the school's Health and Safety Policy and undertake risk assessments as necessary.
5. To ensure compliance with the school's procedures concerning safeguarding.

OTHER POINTS OF NOTE

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description on a short-term basis.
- Employees are expected to maintain a standard of business dress conducive to their position as a professional and in setting an example to students.

REVIEW ARRANGEMENTS

The details within this job description were revised on **5 September 2013** and will be reviewed annually as part of the appraisal process.

I confirm I have read and understood the details contained within this job description.
I understand that by signing this document I agree to the terms and conditions detailed therein.

Signed: _____

Dated: _____



PERSON SPECIFICATION

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SKILLS AND ABILITIES	Essential	Desirable
Ability to work with children (11-16 age group).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Good communication skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to remain confident under pressure	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to relate positively to pupils and adults	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Accuracy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Supervisory experience	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Knowledge of the public examination system	<input checked="" type="checkbox"/>	<input type="checkbox"/>

EXPERIENCE	Essential	Desirable
Experience of working with children and young people, in particular the 11 – 16 age group.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience of working with teachers.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

ADDITIONAL FACTORS	Essential	Desirable
Reliable and punctual.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
To have a flexible approach to working arrangements, being able to work as and when required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
To have a firm but fair approach.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
To have a professional presence.	<input checked="" type="checkbox"/>	<input type="checkbox"/>