

The Job Advert Invigilators 2024

We are looking to expand to our current Invigilation team. Our Invigilators have a key role in upholding the integrity of the examination process and ensure that examinations are conducted in accordance with regulatory requirements. The successful candidates will be appointed for a November start, ready to assist with mock exams in January 2025. Employment will be under a Zero Hours Contract, which allows for flexibility from the School and job holders perspective

Examinations take place during May and June, with the occasional requirement at other points in the year, such as for mock exams. You will also be expected to attend regular invigilation training. The team of invigilators support one another throughout the exams and an induction period allows for the job holder to adapt into the role. The entire process is overseen by the Examinations Officer. Applicants should be aware that invigilating can be physically demanding (standing for long periods of the day and walking around the expansive school site).

The hourly rate of pay is £12.00 per hour, with all hours submitted via a timesheet paid in arrears the following month after submission.

Key responsibilities of the role:

The following duties will be carried out under the instruction of the Examination Office or his appointed representative. This is not an exhaustive list and may be varied according to the needs of Yarm School.

- Be familiar with the Yarm School Examination procedures and other appropriate instructions issued by Yarm School to all employees including Safeguarding, Emergency, and Health & Safety Procedures
- Be familiar with the JCQ document 'Instructions for Conducting Examinations', the CIE document 'Instructions for Conducting Examinations' and guidelines issued by other authorised examinations boards
- Set out examination papers and stationery prior to the examination
- Ensure a calm environment and help to organise candidates at the start and end of each exam
- Display start and finish times for the exams on the boards
- Ensure that the conduct of the exam takes place within the guidelines of authorised examination boards, including dealing with any disturbances or emergencies
- Whilst not disrupting the candidates, remain vigilant at all times, provide necessary pastoral support, materials at appropriate times and patrol examination rooms
- Mark the attendance registers if required
- At the end of an exam ensure the answer booklets have been complete correctly and collect exam scripts in candidate number order and are collected and counted
- Help prepare the examination room for the next examination session

Person Specification

The Candidate		
	Essential	Desirable
Professional skills	Good communication skills and a high standard of spoken English Confident speaking to pupils and staff Ability to work in a team Punctual and reliable Professional and able to work efficiently under direction Be discreet and respectful of candidate confidentiality	

	Remain vigilant on the surrounding area Remain calm in difficult or urgent situations Empathetic and supportive to candidates	
Experience	Previous employment and able to demonstrate professional values	Previously worked in a school environment or with children Previously worked as an invigilator
Relevant technical skills	An understanding of IT software i.e. Microsoft Outlook Be numerate and able to read numbers quickly and accurately Awareness of the examination process and protocol	Experience with Google Drive Experience with printing booklets

Criminal records check

Yarm School is required to seek a Disclosure from the Disclosure and Barring Service (DBS) in respect of successful applicants for all posts at the School where staff may come into contact with children. A criminal record will not necessarily be a bar to working in the School. Applicants who are invited to interview will be asked to submit a self-declaration form before attending the interview in which they will answer a number of targeted questions about any criminal history or information that would make them unsuitable to work with children. More information about this can be found at:

<https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>.

A copy of the School's policy on Vetting and Suitability Checks and the DBS Code of Practice may be obtained from the School Manager. Before an appointment is made routine checks will be undertaken to confirm identity and qualifications etc.

This post is a pupil-facing role and is therefore exempt from the Rehabilitation of Offenders Act 1974. This means that you will be required to confirm that you are not on the DBS Children's Barred List or disqualified from working with children, and further to declare any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020) or other Orders of the Courts made against you, even if they would otherwise be regarded as 'spent' under this Act.

Safeguarding

Yarm School is committed to safeguarding and promoting the welfare of children. The successful candidate will be subject to vetting checks including an enhanced DBS check.

Applicants for all vacancies at Yarm School are encouraged to read these policies on our website before applying:

[Safeguarding and Child Protection Policy](#)

[Vetting and Suitability Policy](#)

Equal Opportunities

Yarm School is committed to ensuring that all job applicants and members of staff are treated equally, without discrimination because of any protected characteristics as defined in law. We welcome applications from anyone who considers that they meet the requirements of the job advertised.

Appointment Procedure

Applications will only be accepted on the application form provided by the School, which can be found on our vacancy page on the website. This should be completed electronically. All questions must be answered and should be submitted with a covering letter (again, by email) explaining why the candidate and post are mutually suited.

Timetable

Applications should be e-mailed to the School Manager, Catherine Evans, **as soon as possible and no later than midday on Wednesday 18th September 2024. Interviews will take place week commencing 23rd September 2024.**

Yarm School reserves the right to make an appointment at any point during the recruitment process.

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