



Saint Joseph's
CATHOLIC SCHOOL

Exam Invigilators

CANDIDATE INFORMATION



Welcome from the Headteacher & the Exams Officer

Dear Candidate,

We welcome your interest in the position of Exam Invigilator at St Joseph's Catholic School. This is an exciting opportunity to join our friendly team of invigilators at a happy and successful school.

St Joseph's is a smaller than average school. The warm and welcoming atmosphere is matched by a strong focus on pupil progress and hence improving their life chances.

Our good reputation within the community, following year-on-year improvements in results, has resulted in us becoming oversubscribed and a school of choice for many parents. Since 2016, the school has seen an increase in pupil numbers of 31%.

Following an extremely pleasing Ofsted inspection in January 2018, we have a clear focus on the areas we need to improve. I am thrilled that the Inspectors recognised the tireless hard work, commitment and dedication that occur every day and how the school has improved over time because of the relentless drive for excellence. The school was judged to be Good in all areas with clear evidence of elements that are Outstanding.

New staff joining the school will be welcomed by a warm, supportive environment. If this is something you would like to be a part of, we would invite you to visit the school and see for yourself the opportunity we are offering.

We very much look forward to receiving your application. Should you have any queries, please do not hesitate to contact Miss Ryder.



Mrs R. Ridley
Headteacher

Miss Y. Ryder
Exams Officer

Key Information

Post:	Exam Invigilator
Salary Range:	£10.60 per hour (pay award pending)
Responsible To:	Exams Officer
Contract Type:	Casual, dependent on exam requirements

Dates

Application Deadline:	Ongoing
Interviews:	TBC
Start Date:	ASAP

“Thank you for your support and leadership throughout my time at St Joseph’s. I am very grateful for the high standards you set and feel confident to further my career, but St Joseph’s will always hold a special place for me.”



Responsibilities & Key Tasks for Exam Invigilators

Main job purpose:

The role of the invigilator is to ensure that examinations are conducted in accordance with exam regulation procedures. Invigilators have a key role in upholding the integrity of the examination process.

Main responsibilities:

- Ensure that all candidates have an equal opportunity to demonstrate their abilities and are provided with the best possible opportunity to be successful in their exams
- Ensure the security of the examination materials before, during and after the examination
- To be vigilant, whilst not disturbing students
- To help ensure that the conduct of the exam takes place within the guidelines set down by Joint Council of Qualifications (JCQ)
- Ensure that student and exam confidentiality is protected at all times
- Prevent possible candidate malpractice and report any suspicious activities to the Examination Officer
- Inform the 'Head the Centre' of any suspicions about the security of examination papers, completed response sheets or any other issue that threatens the integrity of the examination process

Main duties:

- To distribute all exam papers and stationery accurately before the exam has begun in accordance with exam procedures
- To ensure that the secure exam packets are opened in line with exam procedures
- To ensure that the exam room and set up meets the exam board specification prior to students entering the room:
 - Correct ratio of invigilators to students in place and maintained throughout exam
 - Heating, lighting, ventilation, and levels of outside noise are acceptable
 - No display materials that might be helpful to candidates are visible
 - The centre number, subject and paper number, and start and finish times for the exam are displayed
 - Reliable clock(s) of readable size is visible to all students
 - Start and finish times for the exam displayed
 - The Warning to Candidates is displayed both inside and outside the examination room
 - The Warning to Candidates and Mobile Phone poster is displayed in a prominent place outside the examination room
 - The seating arrangements prevent students, intentionally or otherwise, from overseeing the work of others
- To ensure students are seated in the exam room according to the seating plans provided
- To ensure students act under exam conditions from the moment they enter the exam room
- To ensure candidates are under supervision throughout duration of the examination
- To ensure students have the correct exam papers and material necessary for the exam
- Make the necessary announcement at the start of each examination
- To ensure late students are briefed, seated, and allowed to partake in the exam with minimal fuss and impact on other students in the room
- Completing attendance register and room plan during examination

- To Invigilate during examinations, dealing with queries raised by students and dealing with any examination irregularities or disturbances in
- accordance with strict procedures
- At the end of the examination, to collect all scripts and ensure that candidates have wrote the correct information on their paper; as it
- appears on the attendance register, and that no scripts are missing
- To check exam desks are clean of graffiti and tidy exam room at the end of exam
- Dismiss students at the end of the exam in an orderly and managed manner
- Return all exam materials to the exam office:
 - Exam answer books sorted in candidate number order
 - Completed and signed exam register
 - Completed incident record if applicable
 - All question papers and answer books (any exam materials)
 - Any exam equipment
- To inform the Examination Officer of any issues or disturbances for Examination Regulations with a verbal and written report
- To take part in training activities as deemed necessary
- To act as reader/prompt /scribe for students if arrangement is in place for student (specific training will be provided)
- To ensure only authorised persons enter the exam room, and any persons entering are reported to the Exams Officer
- To ensure that in the event of an emergency (such as fire alarm or bomb alert) that the exam room is evacuated in adherence with exam conditions

We are committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. There may also be other responsibilities required as directed by the Examinations Officer or School Leadership Team.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors.



“Before I came to St Joseph’s I was very close to giving up on teaching as I had many knock backs in my first school... but it turns out I just hadn’t found the right school. I will be forever grateful for the support I received on a professional level, but also on a personal level when I needed it most.”

“You really have been a wonderful lot to work with. You are so patient and kind which really makes a difference. I will miss the banter over the phone and in the corridors which has made it a joy coming to work. You are all part of an amazing team and the students at this school are very lucky to have you.”



Person Specification for Exam Invigilators

We are seeking people who:

- Have a high standard of spoken English
- Are punctual and reliable
- Are able to commit specific times or days during exam periods
- Are confident dealing with difficult or urgent situations
- Can be numerate and able to read numbers quickly and accurately
- Have good administrative skills with an excellent eye for detail
- Are flexible to lead an exam or work as part of a team
- Are able to work efficiently under direction
- Are discreet
- Are mindful of students' needs
- Have previous experience, however this is not mandatory as we can set up a mentor and full training will be provided for all invigilators annually
- Are sympathetic with our values; as a Catholic school we promote our Christian Spirituality

Examination Details

The main examinations take place during periods in May and June each year, with mock exams and assessments earlier in the year.

Exams are scheduled Monday to Friday with an AM and PM session

- AM – normally start at 9.15am
- PM – normally start at 1pm

Invigilators need to arrive at least 45 minutes before the scheduled start time of the exam to set the room up and ensure a prompt start.

The length of exams can vary by subject and any access arrangement in place for the students.

Whilst the majority of exams take place in the main hall, there will be times where a student requires sole invigilation.

Invigilators are expected to be vigilant at all times in the examination rooms, and will therefore not be able to bring reading or other materials for use during the shift.

About St Joseph's Catholic School

"Excellence for the sake of the Gospel"

St Joseph's is a co-educational, 11-16 Catholic voluntary-aided school in the diocese of Clifton and the county of Wiltshire. Our aim is to provide a caring educational environment where each person is valued and is given the dignity due to a child of God.

Our School Ethos

St Joseph's Catholic School is a small 11-16 school located in the beautiful city of Salisbury, Wiltshire. It is a vibrant, exciting, and caring school where our Catholic ethos is at the heart of everything we do.

Our values and ethos permeate everyday life as a community, each child and every adult are treated with the utmost dignity and respect. Consequently, pupils leave us as well-rounded individuals and staff turnover is exceptionally low.

Our school is committed to be a centre of excellence for all faiths and abilities, and we are very proud of our successes and our outstanding reputation within the local community.

Overview of the School

Our school encourages and guides each of its pupils to develop their own unique gifts and talents.

By providing a broad range of learning experiences and a supportive and nurturing environment, our pupils enter the world as confident, rounded individuals, with high expectations of themselves and the self-belief, skills, and attributes to achieve their true potential.

Everyone in school is here for a purpose, to learn each day, and to widen their knowledge, experience, and imaginative understanding.

At both Key Stage 3 and 4, opportunities within the curriculum enable pupils to enjoy, achieve, and grow in their learning. Pupils follow a curriculum that is appropriate to their needs, provides challenge and enables them to achieve.

There is a positive atmosphere for learning in lessons at St Joseph's, as teachers and subject leaders are constantly finding innovative and engaging learning experiences for pupils.





Academic Success

Over the past five years, St Joseph's Catholic School has exceeded challenging targets, securely placing us, yet again, as one of the best schools in the country and in Salisbury for the progress of pupils.

We have received local and national recognition for our GCSE results which places our school as one of the top-performing smaller educational establishments in the country.



Staff Welfare & Career Professional Learning

As a school that values Career Professional Learning for all our staff, we have an extensive range of courses and opportunities on offer which enables our staff to flourish.

We offer a suite of NPQ national qualifications to all those staff who show leadership potential and wish to move into Senior Leadership in the coming years.

Recently, we have supported four staff to become qualified teachers via SUPA Salisbury and the Assessment Only route.



Safeguarding & Child Protection

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All new staff must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

The school has a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our Child Protection policies.



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

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