



Penketh
High School



PENKETH HIGH SCHOOL

Casual Exam Invigilator Recruitment Information Pack

Closing Date: Thursday 30 November 2023

Penketh High School
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Penketh
Warrington
WA5 2BY

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Dear Applicant,

Thank you for your interest in the post of Casual Exam Invigilator.

Penketh High School is an oversubscribed community facing school that is determined to support the academic and holistic development of pupils in order that they leave the school with a strong skillset and positive life chances. The culture of the school is underpinned by an academically rigorous curriculum, high expectations and standards, as well as a multitude of enrichment opportunities. All of these aspects of school life are aligned with the capabilities of our outstanding young people.

Judged as a 'Good' school by Ofsted in February 2020, Penketh High School is committed to providing a high-quality education to our outstanding young people. This includes a high-quality invigilation team to support the effective delivery of examinations and assessments.

Penketh High School is a founder member of The Challenge Academy Trust which was formed on 1 May 2017. The Trust includes five primary schools, five secondary schools and a sixth form college, all in the Warrington area. The trust is also an approved sponsor of a Church of England High School.

We are seeking to appoint several enthusiastic individuals to our Casual Invigilation Team, to assist the Exams and Data Manager in the proper conduct of examination sessions in line with JCQ regulations, through effective and proper implementation of Awarding Organisation invigilation duties.

We are looking for professional, hardworking and reliable candidates, who have good organisation and communication skills and who are committed to inclusively supporting young people in their examinations and assessments. A willingness to contribute to other areas of school life would be welcome. You will also be expected to commit to a large proportion of hours in the November and between March and June (Inclusive), in addition to other ad hoc hours that may arise through the year. Owing to the common exam timetable used by the Awarding Organisations across the UK, this post is not suitable for individuals currently employed as an exam invigilator at another centre.

We look forward to hearing from you.

Yours Sincerely,

Mr Paul Cordingley
Exams and Data Manager



Job Description

Job Title: Casual Exam Invigilator

Level: Grade 2, SCP 3 (£12.41 per hour including Holiday Pay) (Pay Award Pending)

Responsible to: Exams and Data Manager

Key Purpose:

To assist the Exams and Data Manager in the proper conduct of examination sessions to JCQ regulations, through effective and proper implementation of examination board invigilation duties.

This description gives an indication of the main tasks, which will need to be performed.

Main Responsibilities

- Setting up the exam room in accordance with JCQ requirements.
- To assist, if directed, in the collection of examination papers and exam stationery from the Exams Office before an examination.
- To assist in admitting candidates to the room in an orderly fashion.
- To maintain an orderly and quiet environment for the duration of the exam.
- To assist in checking against seating plan that all candidates are present for the exam, and record and report any absences on the seating plan immediately
- To issue verbally to pupils all necessary exam board instructions to candidates, including erratum notices.
- To assist in ensuring all candidates have the correct module/tier question paper for which they have been entered, ensuring any queries are passed to the Exams and Data Manager or the Exams/Assessment Assistant immediately.
- To notify candidates of the start of the exam, recording the start and finish time(s) for candidates to see. To notify candidates of the end of the exam at the appropriate time.
- Supervision of all candidates in a quiet and unobtrusive manner.
- To assist in maintaining the integrity and security of the examination throughout its duration in accordance with examination board and school procedures.
- To collect in examination scripts and question papers at the end of an examination, ensuring scripts remain confidential and secure.
- To collate and account for all scripts against the Attendance Register and informing the Exams and Data Manager immediately if any missing scripts.
- Once all scripts are accounted for, to put the scripts into the addressed examination board envelopes, which, once sealed should be taken to the school reception for secure handover and posting.
- To act as a reader or scribe to an individual candidate, if and when directed by the Exams and Data Manager.
- To assist, when directed, in the collating of results on results day(s).
- To complete necessary exam administration as instructed by the Exams and Data Manager.
- To attend all training sessions as directed by Exams and Data Manager.
- Any other duties that are in accordance with the post as instructed by the Exams and Data Manager.



Personal Specification

Attributes	Criteria	Essential / Desirable	How Identified
Experience	Previous experience of working with young people (age 14-18).	D	A / I / R
	Previous experience of invigilation.	D	A / I / R
	Knowledge of the education sector.	D	A / I / R
	Awareness of the examination system.	D	A / I / R
Education & Training	Willingness to attend all training sessions and post exam feedback sessions.	E	A / I
	Minimum educational qualifications of 5 A* - C grades at GCSE or equivalent.	D	A / I
Knowledge, Skills and Abilities	Accuracy and attention to detail, vigilance.	E	A / I / R
	Excellent communication skills.	E	A / I / R
	Ability to work to predetermined instructions.	E	A / I / R
	Ability to work as part of a team or alone.	E	A / I / R
	Ability to keep calm under pressure or during unexpected circumstances.	E	A / I / R
	Ability to maintain complete confidentiality.	E	A / I / R
	Ability to relate to candidate yet maintain an air of authority.	E	A / I / R
	Experience of public speaking/ addressing both small and large numbers of people.	D	A / I / R
Any Additional Factors	Excellent availability, flexibility, reliability and punctuality.	E	A / I / R
	Disclosure and Barring Service (DBS) Enhanced Disclosure.	E	DBS Certificate
	Commitment to the welfare of the student population.	E	A / I
	Commitment to Equal Opportunity.	E	A / I



Benefits and Rewards

All successful candidates who are appointed as Casual Exam Invigilators will receive:

- Competitive hourly rate of pay.
- Pro-rata annual leave entitlement.
- Fully flexible working hours (offered on a casual basis).
- Regular social events, including Invigilator Lunches and Christmas Meals.
- Access to TCAT Plus: competitive discounts for high street brands.
- Full induction training, including Invigilation and Safeguarding training.
- Ongoing training and support.
- Free onsite parking.
- Access to onsite facilities.



The Application Process

Within this pack you will find a document detailing the responsibility of the role and a person specification listing the requirements you must meet to satisfy the selectors at the shortlisting stage. You should ensure that you address each of the points within the person specification in your application. Whether or not you are selected for interview will be determined solely on the information provided in your application form.

Please limit any additional information to two single sides of A4 Paper. Please note, CVs will not be considered. Applications should be typed or written in black ink.

Should you be shortlisted for interview, your suitability for the post will be explored including your motivation to work with children and young people and your understanding of appropriate boundaries.

All posts are offered subject to:

- A satisfactory Enhanced check from the Disclosure and Barring Service.
- Identity Verification.
- Verification of your entitlement to work in the UK.
- Verification of any relevant qualifications.
- Receipt of 2 satisfactory references.
- Satisfactory pre-employment health clearance.

Please note that this post is exempt from the Rehabilitation of Offenders Act 1974 and, therefore, all convictions, cautions and bind overs, including those regarded as spent must be declared. Providing false or misleading information could result in the application being disqualified or summary dismissal if in post.

References will be taken up prior to interview. Referees should be able to comment on your professional suitability for the post you have applied for. One referee should be your current or most recent employer.

Support Staff Application Forms and the Recruitment Privacy Notice can be downloaded from our website: www.penkethhigh.org/vacancies.

Applications will be processed on an ongoing basis, and we reserve the right to close the advert early if sufficient Casual Exam Invigilators have been recruited, which may be at short notice. Completed applications should be returned to Fiona Agnew: FAgnew@penkethhigh.org.

Shortlisting will take place as applications are received and interviews will be confirmed shortly after. An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within four weeks of submitting your application, please assume your application has been unsuccessful.

If you have any queries on any aspect of the application process or need additional information, please contact Fiona Agnew: FAgnew@penkethhigh.org.