

CHALLENGE, ASPIRATION, RESPECT, RESILIENCE AND EXCELLENCE

EXAM INVIGILATOR

Start Date: TBC

Salary: £12.85 per hour

Contract Type: Casual hours throughout the year



JOB OVERVIEW

We are seeking to appoint Exam Invigilators to work as part of our friendly and experienced team at various times throughout the academic year for both PPE and GCSE examinations. The main times of the year will be February-March, May-July and October-November. Employment is on a casual basis. No previous experience is necessary, as full training will be given.

JOB REQUIREMENTS

The ideal candidate needs to be flexible in their hours of work, punctual, reliable and have an interest in working alongside young people. They will be a confident communicator with both students and staff and able to work under pressure to tight timescales.

In addition to the main cohort of students where the Invigilator will be working alongside other team members in the Gym, we run additional satellite rooms throughout the school to cater for students with access arrangements. The successful candidate will need to feel comfortable in running one of these smaller exam rooms (up to 18 students), or to assist with a 1:1 situation where a student may require additional support from the invigilator such as scribing/reading for them if requested. Full training will be given.

The candidate would need to be available for an 8.30am start for the morning exams and 1pm start for the afternoon exams. The exams can vary in length, so flexibility is a must.

The Joint Council for Qualifications stipulates that Invigilators must:

- ensure all candidates have an equal opportunity to demonstrate their abilities.
- ensure the security of the examination before, during and after the examination.
- prevent possible candidate malpractice.
- prevent possible administrative failures.
- liaise with the examination officer and senior invigilator with any concerns including safeguarding issues.

Bradon Forest School is a well-respected and popular 11 – 16 comprehensive and our catchment area accepts students from rural and urban communities. The school is well situated just north of the M4 (J16), within easy travelling distance of Bristol, Bath, and Swindon and on the edge of the Cotswolds. The Athelstan Trust is a successful and growing Multi-Academy Trust consisting of six secondary schools and four Primary Schools in Wiltshire, Gloucestershire and South Gloucestershire. We currently employ over 883 people and educate 6,183 pupils and plan to expand further over the coming years. All our schools share a deep commitment to delivering an excellent comprehensive education to all the students in the Trust.

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WHAT WE OFFER:

- Flexible working
- The opportunity of working within a supportive, friendly environment in this well-run and respected school.
- Good opportunities for personal and career development.
- Pension Scheme.

THE RIGHT CANDIDATE WILL HAVE:

- An approachable, firm but fair personality
- A high level of communication skills and the ability to relate positively to children and adults.
- A proven ability to work on their own initiative.
- The ability to use relevant technology/equipment.
- A can-do attitude.
- A commitment to the happiness, well-being, self-esteem and progress of everyone at school.

The Athelstan Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check along with standard pre-employment safeguarding checks. As the role includes working with children, it is exempt from the Rehabilitation of Offenders Act 1974. Applicants must, therefore, disclose all spent and unspent convictions. References will be sought for shortlisted candidates before interview. Please also be aware that you will be subject to an online check (see information below) and that you may be questioned about the findings of such a check at your interview.

We are a flexible working employer, and we are willing to consider any reasonable adjustments you require so please ask us during your interview.

Early applications are encouraged, and we reserve the right to close the vacancy if a suitable candidate is found.

THE ATHELSTAN TRUST



BRADON FOREST SCHOOL
T: 01793 770570 F: 01793 771063
enquiry@bradonforest.wilts.sch.uk
www.bradonforest.org.uk



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