

RECRUITMENT PACK - Exam Invigilator



Beaumont School

Enjoy & Excel

ENJOY & EXCEL

We pride ourselves on the quality of the staff we have at Beaumont, allowing our students to Enjoy & Excel, both within and beyond the classroom.

62.4

ATTAINMENT 8

73%

**OF STUDENTS
ACHIEVED
GRADES 9-4
IN ENGLISH &
MATHS**

B

**AVERAGE A
LEVEL GRADE**





PROVIDING OUTSTANDING EDUCATION

Beaumont is a truly outstanding school which achieves the very highest levels of academic success across a broad and balanced curriculum, supported by excellent pastoral care. We are an 11-18, mixed, community school with Academy status, located on the east side of St Albans, with specialisms in Languages, Mathematics and Computing. The school provides an outstanding education where all students are encouraged to succeed and are given a wide range of learning and enrichment opportunities in which to 'enjoy and excel'.

At Beaumont we firmly believe that happy students achieve more and that's reflected in our philosophy of 'Enjoy and Excel'.

Our school is a real community with an experienced and passionate staff who want the very best for our students.

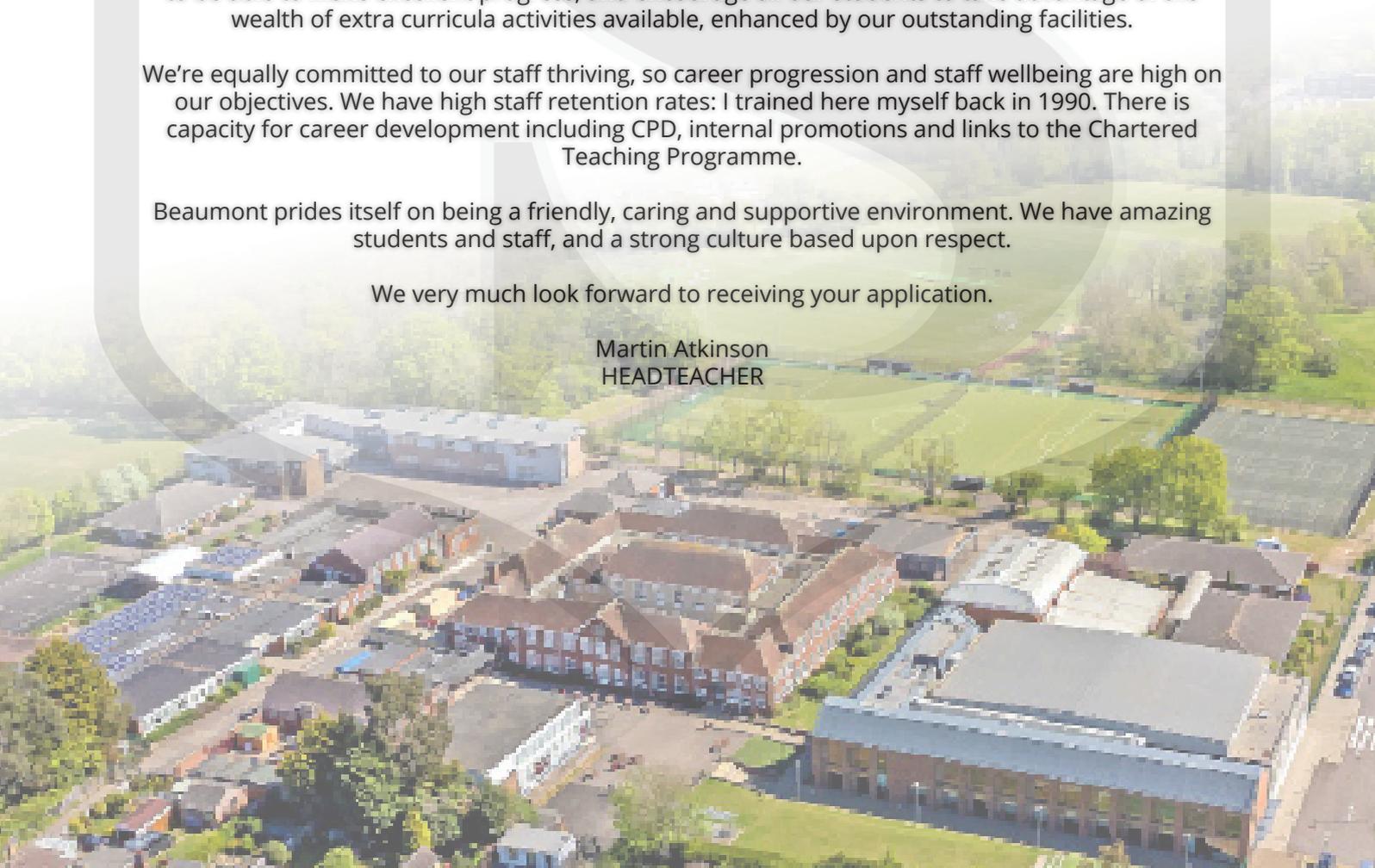
We're proud of the academic excellence we achieve, and aim for all students, regardless of ability, to be able to make excellent progress, and encourage all our students to take advantage of the wealth of extra curricula activities available, enhanced by our outstanding facilities.

We're equally committed to our staff thriving, so career progression and staff wellbeing are high on our objectives. We have high staff retention rates: I trained here myself back in 1990. There is capacity for career development including CPD, internal promotions and links to the Chartered Teaching Programme.

Beaumont prides itself on being a friendly, caring and supportive environment. We have amazing students and staff, and a strong culture based upon respect.

We very much look forward to receiving your application.

Martin Atkinson
HEADTEACHER





Staff Wellbeing

Our Staff Charter details the workload support we offer
staff click [HERE](#) to find our more



Staff Wellbeing committee

Opportunity to join the staff wellbeing committee to share ideas and help us support staff with their wellbeing.



Clear Calendar & Timetables

All school events are calendared for the year ahead, with clearly identified & distributed deadlines for data. Teaching timetables are published well ahead of the end of year.



Buddy for all New Staff

All new staff are assigned a buddy once recruited to support them both on the lead up to joining, and across their first year.



Minimal Out of Hours Email

A school wide focus on minimising email communication during evenings & weekends, making use of Gmail 'scheduled send'.



Great Supportive Team

We are proud to have created a great team that supports each other to succeed and balance family life with work.



Annual Flu Jab

An annual flu jab for all staff, available each winter, free of charge.



Cycle to Work Scheme

We have a salary sacrificed cycle to work scheme starting in September 2020.



Discounts with Beaumont Evening Classes

Opportunity to join classes such as French, German, Italian, as well as cake decorating, therapeutic Art & Woodwork and Textiles.

Focused CPD and Career Opportunities

We encourage all our staff to engage in reflective and relevant CPD regularly and promote opportunities to progress.



Skills training packages for all

Unlimited access to Istek, TES training packages covering excel, word, google and topics such as time management and mental health training.



Regular staff clubs and events

Regular staff clubs such as Menopause group, book club and use of the library, netball and football club as well as whole school events are available.



Discounts and Wellbeing services

Edenred discounts scheme offering fantastic discounts on a wide range of products / services.



Use of Fitness Suite

The fitness suite with cardio machines, weight machines and free weights is available to use.



Dedicated staff areas

Staff rooms and workspaces including an outdoor area for staff only.



Staff fund

Staff contribute a small amount to cover gifts to staff for life events (births, weddings etc).



Complimentary Refreshment

At break and complimentary food provided on INSET days and evening events such as consultation evenings, STE.



Staff Perks

Employee Assistance Programme (Free 24/7 counselling, legal & information line to help employees deal with personal problems that might adversely impact their work performance, health and wellbeing).



It is our intention to continue all of these items for the foreseeable future, unless prevented by financial constraints.

Enjoy & Excel

THE EXAMINATION DEPARTMENT

The Examinations Department comprises of Sophie Hendricks, Exams Manager, and Avril Jenkins, Exams Assistant.

We are responsible for the smooth running of all external exams at Beaumont School. As well as the 6 week summer exam series for GCSEs and A levels, this includes University Entrance exams in October, GCSE English and Maths re-sits in November as well as BTEC and other vocational qualifications at varying points throughout the year.

Examinations Department has responsibility for some school internal exams – most notably the Year 11 mock exam series which takes place in November and the Y13 mock exam series in January.

Our team of Invigilators are involved with all of the above with November, January, May and June being the peak months for Invigilation. We have a sizeable team, including several very experienced Lead Invigilators. During these months we typically run a morning and afternoon exam session with exams taking place in multiple venues across the school. You may be invigilating with several other invigilators in a large venue or be in a smaller venue with students requiring Access Arrangements such as a Reader.

We comply fully with all requirements as prescribed in the Joint Council for Qualifications document 'Instructions for Conducting Examinations.' Full training is provided, covering both Invigilation and the facilitating of Access Arrangements. In addition, successful candidates who join prior to the November and January mock series will have an opportunity to 'shadow' existing Invigilators thus receiving valuable 'on the job' training prior to the summer series.

**Sophie Hendricks
Exams Manager**



JOB DESCRIPTION

Job Title: Examination Invigilator
Responsible to: Examinations Officer
Commitment: Variable
Salary range: £13.02 p/h

Core purpose

- Must be available to work during November, January, May and June.
- Must attend 'in person' mandatory training before the Summer Series and also complete on-line training as requested.
- To sign the confidentiality declaration and adhere to the security requirements surrounding the invigilation process.
- To assist in the setting up of examination rooms.
- To ensure question papers are supervised at all times prior to the start of the exam.
- To ensure all candidates receive the correct examination question and answer papers.
- To ensure candidates obey the regulations of an examination room as laid out in the JCQ examination guidelines.
- To ensure there is no talking or disruption for the candidates once they have entered the examination venue.
- To ensure no inappropriate items are brought into the examination venue, such as revision notes, mobile phones, watches or other paperwork unless told otherwise.
- To ensure all candidates are seated according to the seating plan before opening the question papers.
- Ensure all candidates are aware of the preexam start information and of any erratum notice that may affect them.
- To be aware of any needs that candidates may have during an examination.
- To record attendance on the official examination seating plans, notifying the Examinations Office immediately regarding any unexpected absences.
- To ensure that invigilators do not assist candidates in any way with the question paper.
- Help to manage candidates with rest breaks, prompts and extra time.
- Supervise any candidates that may need to leave the examination venue.
- Deal with any emergencies or irregularities effectively, such as issues with equipment, noise and disturbances, unwell students or evacuating the venue.
- Record and report any incidents, disruption and irregularities.
- At the end of the exam, to collect answer scripts in candidate number order and ensure scripts are supervised at all times until they are delivered back to the Examinations Office.
- To facilitate Examination Access Arrangements for candidates, for example as a reader, scribe etc. (specific training will be provided).
- To assist in other activities as may reasonably be requested by the centre from time to time..

PERSON SPECIFICATION

	Essential	Method of Assessment
Qualifications	<ul style="list-style-type: none"> • No formal qualifications required • Maths and English GCSE (desirable) 	<ul style="list-style-type: none"> • Application Form • Certificates
Experience	<ul style="list-style-type: none"> • Working with young people • Previous experience in working in a school (desirable) 	<ul style="list-style-type: none"> • Application Form • References
Knowledge & understanding	<ul style="list-style-type: none"> • Understands and values the processes of planning as an aid to raising standards • Good understanding of safeguarding procedures and child protection methods and responsibilities • Knowledge of relevant Key Stages and National Curriculum requirements 	<ul style="list-style-type: none"> • Application Form • References • Interview
Skills and abilities	<ul style="list-style-type: none"> • Ability to form and maintain appropriate relationships and personal boundaries with children • Ability to work as part of a team • Methodical with good organisational skills • Attention to detail • To have an understanding of and a commitment to child welfare and safety 	<ul style="list-style-type: none"> • Application Form • References • Interview
Personal Qualities	<ul style="list-style-type: none"> • Have flexibility, sensitivity and tact • Be enthusiastic and have a positive outlook • Punctual • Reliability and integrity • Ability to communicate effectively • Ability to work in a confidential environment 	<ul style="list-style-type: none"> • Application Form • References • Interview
Additional Requirement	<ul style="list-style-type: none"> • Able to work at short notice • Sense of humour 	<ul style="list-style-type: none"> • Interview

APPLICATION PROCESS

Beaumont fosters a culture that is inclusive, as well as diverse and where our people can be themselves. As such, we have a valuable community of governors, staff, pupils, parents and alumni from a wide variety of backgrounds.

We welcome applications from all, with our primary goal being to recruit exceptional staff, who will provide exceptional learning to our students.

To apply for this position, please complete the application form within MyNewTerm. We are not able to accept CV's.

All questions regarding our application process can be directed to Human Resources at hr@beaumont.school

We are keen to give candidates a good insight to our school environment during their interview. **As such, the application process for this role will include:**

- Tour of the school – student led
- Interview (with Human Resources, leaders from the department and / or Senior Leadership team)

Applications will be reviewed upon receipt and interviews arranged accordingly; early applications are therefore encouraged.

We reserve the right to withdraw the advertisement early and once a suitable candidate is found.

SAFER RECRUITMENT INFORMATION FOR CANDIDATES

This information is aimed at helping you to understand what is required should you be invited to interview. We do request that you bring to any interview all of the relevant Pre-Employment Vetting documentation. This will allow us to take copies and commence our safer recruitment checks quickly, in the event that you are successful. For candidates that are not successful, this confidential information would be disposed of securely.

Safeguarding Children and Young People

Beaumont School is committed to safeguarding and promoting the welfare of children and/or young people.

We have robust processes and procedures in place to reduce risk and continuously promote a positive culture of safeguarding across our workforce. The post you are applying for is subject to our safer recruitment process and we would ask you to review our [related policy](#) ahead of any interview.

Pre-Employment Vetting

As part of our safer recruitment process, Beaumont School operates a strict pre-employment vetting procedure. All applicants will be required to undergo the checks outlined below:

- **Declaration of previous convictions**

All posts at Beaumont School are exempt from the Rehabilitation of Offenders Act 1974, however some specific spent convictions and cautions are now 'protected' and need not be disclosed. All other police cautions or convictions for a criminal offence must be disclosed. Guidance can be found on the [DBS website here](#) where you can review the 'criminal record filtering rules'. As part of our recruitment process you will be asked to complete a staff declaration for disclosure of Criminal Offences.

- **Disclosure and Baring Service Check**

Successful applicants seeking to work with children and / or young people will be required to undergo an Enhanced DBS check; including Children Barred list checks. This will need to be completed and the original certificate seen by us, prior to your employment commencing.

To enable us to initiate a DBS check, please bring to the interview your appropriate Identification and Proof of Address documentation as per the guidance [here](#).

If you are subscribed to the DBS update service, please bring along your existing DBS certificate and we will ask you to sign a permission slip for us to complete an update check.

Where an applicant is not normally resident in the United Kingdom, or has been resident outside of the United Kingdom for more than 6 months within the last 5 years, an additional police check will be requested with the appropriate country of residence.

- **Qualifications / Registration with a Professional Body**

If the post applied for requires a specific qualification and/or registration with a professional body, you will be required to bring the original certificate(s) along to the interview. If the original certificate is unavailable, a certified copy of the document must be provided by the issuing establishment.

- **Social Media Checks**

We may undertake social media checks as part of our recruitment process.

- **References**

Candidates are required to provide a minimum of two referees, one of whom must be your most recent employer and should be able to confirm your suitability to work with children and/or young people. If you have undertaken voluntary work with children and/or young people you may use the voluntary employer as a referee.

- **Eligibility to work in the UK**

We have a legal obligation to check that all potential employees are eligible to work in the UK.

Right to work in the UK will be validated through sight, at interview, of original documents that are on the list of [acceptable documents prescribed by the home office](#).

- **Medical Assessment**

All offers of appointment will be subject to you being deemed 'fit' to work with children and/or young people by our Occupational Health provider. We are a diverse employer and welcome applications from people who have a disability.

- **Training**

In advance of commencing, all new joiners will need to complete remote training on Safeguarding and Prevent. You will be sent logons in order to complete this. If you have worked in an educational establishment previously, we will accept existing valid certificates of this training (please bring these with you to interview).

AT BEAUMONT

What our staff and students have to say about our school...

When I decided to change my career and become a teacher, I didn't really know what to expect. From my first day at Beaumont I felt welcome and that staff and students alike wanted me to succeed. Beaumont students are friendly, well behaved and want to do well. The feeling of community and pride that I sensed when I first arrived has only grown stronger as I have become a part of that community. The day to day support and encouragement I receive from my department has been a major factor in my succeeding as a new teacher. The senior leadership team is incredibly supportive, accessible and passionate about providing an environment where students can thrive. The mutual and respectful relationships that exist between staff and students make me proud to be a part of the Beaumont community. I have no regrets about becoming a teacher



Ian Laws

Beaumont school is a great place to work and for career development. There are lots of opportunities for training throughout the year. I initially applied as a part time SEN administrator but was offered some additional hours as a teaching assistant. I've had training for my admin role and it has developed since 2015 but I also now have the opportunity to take small groups of students for learning support lessons. The staff at Beaumont are very friendly and welcoming. The staffroom is also a warm and welcoming area and its nice to see lots of different people in there. There are also lots of social gatherings throughout the year where staff from all departments can get to know each other and have a nice time. I have developed strong friendships with people in all different areas of the school. The ESS team are an important part of the functioning of the school and every person is a valued member of this community. I have always felt supported and appreciated in my role within this team and this is evident in the fact that this has been the longest that I have worked in the same organisation.



Salma Khanum



CONTACT US



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