



Westfield School

Exam Invigilator

Applicant Pack



Outstanding Achievement for All

Contents

The vacancy.....	3
Post advert	3
Role summary	3
Job description.....	4
Specific duties and responsibilities	4
Support for the trust/school	4
Changes to these duties.....	4
Person Specification	6
Job Title: Exam Invigilator	6
Knowledge, experience and skills	6
Qualifications	6
Other skills	6
Child protection	6
Westfield School.....	7
Chorus Education Trust	8
To apply	9
Disability confident	9
Safeguarding	9

The vacancy

Post advert

Deadline for applications:	11.59pm on 02 February 2025
To start:	ASAP

Westfield School is seeking to recruit Exam Invigilators to work with the existing team in the running of all internal and public examinations at the school, including public exams for 14-16 year olds (GCSE).

The post would be ideally suited to applicants who have experience of working with young people, can be a role model to students and who are able to work flexible daytime hours. Full training will be provided and working hours will be allocated for each exam period.

Role summary

Post title:	Exam Invigilator
Profile:	
Grade:	2
Grade spinal point range:	SCP 4
Salary:	£24,404 (£12.65 per hour plus holiday pay)
Accountable SLT post:	Exams Manager
Line manager (if different):	
Staff to be supervised or line managed by post holder:	N/A
Post holder will work with:	Students Other teaching and support staff
Holiday and sickness relief:	N/A
Purpose of post:	To assist the Examinations Manager in the smooth and efficient administration of examinations, specifically student invigilation and related tasks.
Version revised:	September 2020
Contract:	Permanent Casual Contract

Job description

The post holder must at all times carry out their responsibilities within the spirit of the school and trust policies and within the framework of legislation relating to academies and education, with particular regard to the statutory responsibilities of the trust and the governing body of the school.

The specific duties and responsibilities include but are not limited to:

Specific duties and responsibilities

To lead and develop a professional and efficient business administration service to the school. Duties will include, but not be limited to

Support for the examination process

- To work with the Examinations Manager/team to ensure the successful operation of the examinations process in school.
- To be familiar with the guidance for invigilators and instructions provided for conduct of the examination by the Examinations Manager and/or relevant Examination Board.
- To supervise the admission of candidates into the examination room and to help them find their allocated seats quietly and efficiently.
- To distribute question papers, answer booklets and associated materials at the beginning of the examination and to collect them at the end.
- To assist in the efficient timekeeping of the examination and ensure that a clock, visible to all candidates, is in the examination room and examination board instructions for candidates are displayed in line with legal requirements.
- To ensure any minor behaviour issues are dealt with in accordance with school policy, report any breaches of the Examination Code of Conduct to the Examinations Manager/team immediately and make a record of the problem in the examinations incident book.
- To ensure the examination room is clear and tidied for the next session and to check examination desks for any graffiti.

Support for the examination process

- To supervise candidates in a quiet and unobtrusive manner to ensure that the regulations on conduct, communication etc. are strictly observed.
- To respond to candidates' queries in accordance with examination regulations.
- To provide candidates with additional paper and/or equipment as necessary and in accordance with examination board regulations.
- To escort and supervise candidates who may need to leave the examination room in an emergency.

Support for the trust/school

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Appreciate and support the role of other professionals

- Attend and participate in relevant meetings as required
- From time to time, to meet the needs of the school, you may be asked but not automatically expected to work hours additional to your normal working hours. The school will give you as much notice as possible and you will be paid/recompensed for such work. Examples where this might be required are for example; relevant key school events such as Open Evenings, exam results days, trips, clubs, training etc.
- Contribute to the overall ethos/work/aims of the Trust/school
- Participate in relevant training, other learning activities and performance management as required
- To undertake any other duties and responsibilities, commensurate with the level of the post, as may be determined after negotiation between management, the postholder and appropriate trade unions
- Team responsibilities - All business support staff are considered part of the overall support team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.

Changes to these duties

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher/Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the governing body or board of trustees and/or senior leadership team as required. Trade union representation will be welcomed in any such discussions.

Person Specification

Job Title: Office Manager

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
Knowledge, experience and skills			
Experience of working with students in an educational environment		✓	A
Excellent Communication skills	✓		A/I
Understanding of the exams process		✓	A
Qualifications			
Good level of literacy and numeracy eg GCSE Maths and English or substantial relevant experience	✓		A
Other skills			
Ability and willingness to undertake professional development.	✓		A/I
Ability to use own initiative to work flexibly and respond positively to a range of situations	✓		A/R
Ability to work effectively as part of a team.	✓		I/R
Maintain strict confidentiality of information	✓		A/I
Ability to foster good relations with a range of colleagues at all levels	✓		A/I
Ability to work alone unsupervised and manage own workload.	✓		A / I
Child protection			
Understanding and awareness of Safeguarding procedures and practices, along with a commitment to promote the safety and wellbeing of young people	✓		I

Westfield School

Westfield School has a strong local reputation and has recently been oversubscribed. We are an ambitious and improving secondary school, with expanding 11-16 provision. We currently have over 1300 students and seek to provide outstanding achievement for all.

We are really proud of our school and our students. Our expanding curriculum is ambitious and enriched with our exam results improving year on year.

The environment in which we work is modern and vibrant with great facilities including generous grounds, bright classrooms with modern IT, fabulous sports facilities including astroturf and swimming pool.



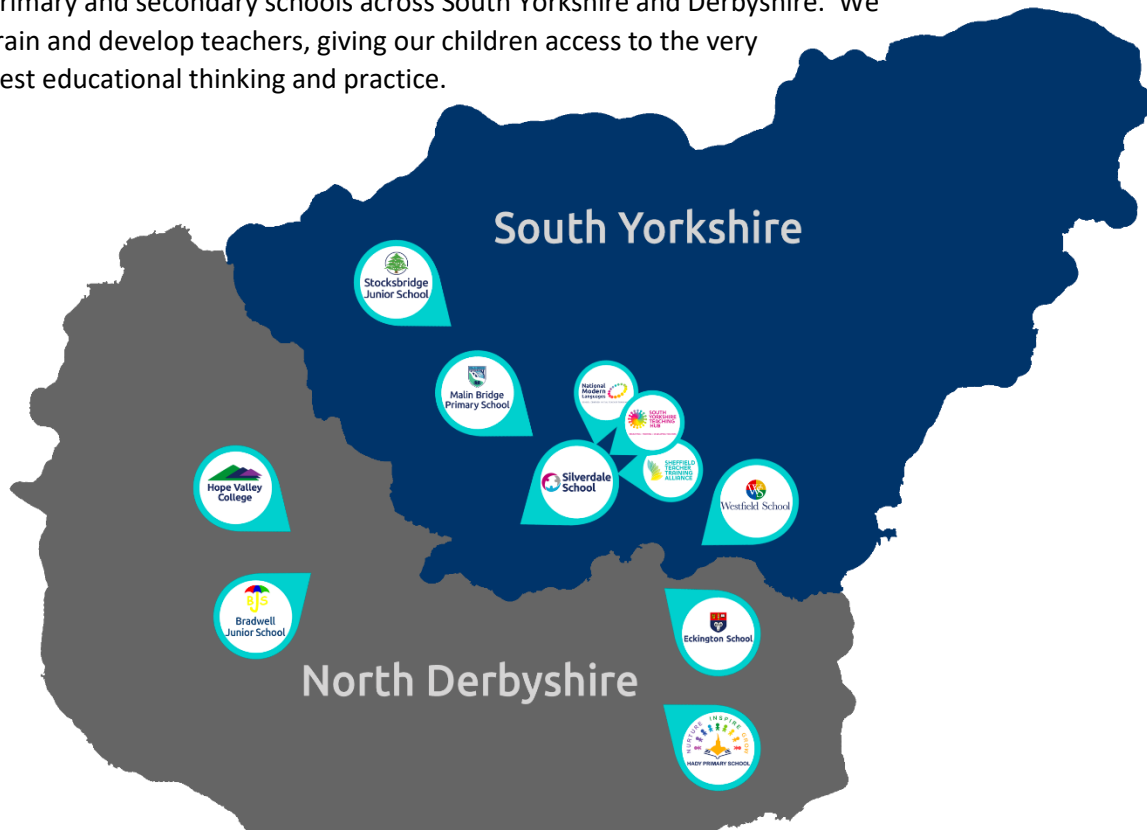
In addition to trust-wide benefits for all staff, those at Westfield School also have access to:

- Supportive and friendly staff and leadership team.
- Excellent public transport links and free staff parking.
- Free access to on-site leisure facilities including swimming pool and gym.
- Opportunity to be part of the varied extracurricular offering, including Duke of Edinburgh's Award programme.
- Staff wellbeing and fitness programme, run in conjunction with Sheffield United.

You can view the school website at: www.westfield.chorustrust.org.

Chorus Education Trust

Chorus Trust is a growing trust, committed to providing every child with the best education in both primary and secondary schools across South Yorkshire and Derbyshire. We train and develop teachers, giving our children access to the very best educational thinking and practice.



Our vision is 'Outstanding Achievement for All'. We want to create a culture of success in which our children and young people can succeed. We do this through the provision of safe and supportive schools, collaborating to ensure our children benefit from a more effective spend of public money.

As part of the Chorus Trust Team, all staff have access to:

- 

An ethos of being a **force for good**; of being part of a team that enables 'outstanding achievement for all'.
- 

Leading edge **training and development** through the South Yorkshire Teaching Hub.
- 

A **collaborative environment** encouraging knowledge sharing and support.
- 

Discounted **health schemes** through Westfield Health and Westfield Rewards Schemes.
- 

Competitive **pension schemes**: Teacher's Pension Scheme (teaching staff) and local government pension scheme (support staff).
- 

Term-time only contract postholders have the freedom of having **school holidays** off.
- 

Career progression opportunities within a growing, local trust.
- 

Support for **flexible working** arrangements.

You can read more about Chorus Trust at www.chorustrust.org.

To apply

- Full application pack and application forms available from: www.chorustrust.org/vacancies
- Completed application forms are to be sent to: Trish Hughes (HR Administrator) at: recruitment@westfield.chorustrust.org
- Please note that CVs and council application forms will not be accepted.
- Deadline for applications: 11.59pm on 02 February 2025

Disability confident

Chorus Trust is part of the disability confident scheme. We guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy.



Safeguarding

At Chorus Trust we are committed to the safeguarding of all our pupils, please visit our website to access our safeguarding and child protection policy at www.chorustrust.org/policies.

The trust will conduct an online search of the successful candidate in line with the DfE's keeping children safe in education advice.

The successful candidate will be required to complete a Disclosure and Barring Service (DBS) check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.