

# Support Staff Applicant Pack

Examination  
Invigilator



# Welcome to our school

Dear Applicant,

Thank you for expressing an interest in a vacancy at Derby Cathedral School. On behalf of the whole school community, I extend you a very warm welcome.

I am really proud to be the Headteacher of a relatively new school for the city of Derby.

Derby Cathedral School is the first ever Church of England Secondary School in the Derbyshire Diocese. The 11-19 secondary school was established jointly by the Derby Diocesan Academy Trust (DDAT) and Derby Cathedral. The principle aim of the school was to help meet the need for additional high-quality secondary places in the Derby area. The school has had a successful start and is currently over-subscribed for every year group. We will welcome an additional year group every year until reaching capacity in September 2024 including a sixth form provision which opened in September 2023.

Our aim is to be an outstanding school for our community with high aspirations for all of our students both academically and socially no matter what their starting point. As a school based on Christian values, we celebrate the diversity in our city and welcome students of all faiths and none. Our FAITH (fellowship, aspiration, integrity, tenacity and humility) values are a thread that runs through all aspects of school life.

Derby Diocesan Academy Trust (DDAT) are committed to Safer Recruitment practices and use a variety of methods throughout the selection process to ensure we are satisfied with candidate's suitability working with children within our schools. Upon offer of employment, we will apply to the Disclosure and Barring Service (DBS) for an enhanced disclosure which will give details of a person's criminal record.

Please also note that if you have lived anywhere outside of the UK since the age of 18, you will require a certificate of good conduct from all the countries of residence.

Please do take some time to read the key information below about our vision for the school and this post. Further, more detailed information can be found on our school website.

The next few years will be a very exciting time as we grow and develop together and we are looking for staff with a flexible approach and a desire to be part of an excellent new educational provision.

*Jenny Brown*  
*Headteacher*

# School Vision



Derby Cathedral School is a Christian community that welcomes students, families and visitors of all faiths and none. The diversity and richness of such a family brings depth and a vibrancy to our core.

Students of Derby Cathedral School are given every opportunity and challenged to be the best that they can be, demonstrating FAITH in all they do.

- **Fellowship** Collaborating with others, we treat everyone with respect, dignity and kindness.
- **Aspiration** We are ready to learn and grow, striving to be the best that we can be in every aspect of our lives.
- **Integrity** We demonstrate fairness, equality and honesty.
- **Tenacity** We are determined and resilient when faced with challenges.
- **Humility** We are gracious, calm and understand the importance of forgiveness.

All students will be well prepared for their next step into future education, training and employment. They will be happy, healthy, confident, life-long learners who 'experience life in all its fullness'

(John 10:10)

# Job Description

## Job Details

**Job title:** Examination Invigilator

**Reports to:** Data and Exams Manager

**Hours of work:** By negotiation and agreement during both public and pre-public examinations (November – July) during the academic year. Invigilators will be required at 8am for morning sessions and 12.30pm for afternoon sessions. End times will vary depending upon the length of the exam.

**Grade:** NJC Scale 2 Point 3 £11.98 per hour (pay award pending).

**Job purpose:** To be responsible for ensuring that exams are conducted in an appropriate manner within the correct time frame. The main part of the role is to supervise the students and make sure that exam regulations are being met at all times.

**As per the updated guidance in Keeping Children Safe in Education 2023, online checks will be carried out on all shortlisted candidates eg Google search, Social Media platforms etc.**

## Job Review

The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. The content is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the School will expect to revise this Job Description from time to time and the post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.

# Job Description

## Main duties/responsibilities

<b>Support for the School</b>	To oversee pupils as they enter and leave the exam room, as well as during the exam itself, ensuring that the conditions faced by every candidate are the same in every exam room across the country.
<b>General requirements</b>	<ul style="list-style-type: none"><li>• Experience of invigilation is not required as training in the role and duties of an invigilator will be provided</li><li>• Invigilators are required to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them</li><li>• Invigilators are required to confirm their availability in advance of main exam periods</li><li>• Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times</li></ul>
<b>Main duties</b>	<ol style="list-style-type: none"><li>1. To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Derby Cathedral School regulations and instructions</li><li>2. To have a key role in upholding the integrity and security of the examination/assessment process</li></ol> <p><b>Before exams</b></p> <ul style="list-style-type: none"><li>• Report to and be briefed by the exams officer prior to each exam session</li><li>• Keep confidential exam question papers and materials secure before, during and after exams</li><li>• Ensure exam rooms are set up according to the requirements</li><li>• Admit candidates into exam rooms under formal exam conditions</li><li>• Identify candidates and seat candidates according to the required arrangements</li><li>• Distribute the correct question papers and exam materials to candidates</li><li>• Instruct candidates in the conduct of their exams</li><li>• Deal with candidate questions</li><li>• Start exams</li></ul>

## Main duties/responsibilities – continued

### Main duties – continued

#### During exams

- Supervise and observe candidates at all times and be vigilant throughout exams
- Keep disruption in exam rooms to a minimum
- Deal with emergencies or irregularities effectively
- Record/report any incidents, disruption or irregularities
- Complete attendance registers
- Deal with candidate questions according to the regulations

#### After exams

- Instruct candidates in finishing their exams and collect exam scripts and exam materials
- Dismiss candidates from the exam room
- Check candidates' names on scripts, match the details on the attendance register
- Securely return all exam scripts and exam materials to the exams officer

### Other tasks

- Undertake training, update and review sessions as required (prior to invigilating any exam in a new academic year) Undertake relevant online invigilator training and assessment for that academic year
- Undertake, where required and where able, other duties requested by the exams officer, for example:
  - centre supervision of exam timetable clash candidates between exam sessions
  - facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
  - other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'

# Job Description

## Person specification

	Essential	Desirable
<b>Qualifications and training</b>	<p>The successful candidate will have:</p> <ul style="list-style-type: none"><li>• Five A-C GCSEs or equivalent</li></ul>	<ul style="list-style-type: none"><li>• Previous invigilation training</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience of working / volunteering in a school setting</li></ul>	<ul style="list-style-type: none"><li>• Previous invigilation experience or employment in a school setting.</li></ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"><li>• be reliable, flexible and readily available during main exam periods</li><li>• have effective communication skills and good interpersonal skills</li><li>• work well as part of a team</li><li>• be confident and a reassuring presence to candidates in exam rooms</li><li>• be able to give instructions and manage situations involving different groups of people</li><li>• have basic IT skills (familiar with use of email, mobile phone messaging etc.)</li></ul>	<ul style="list-style-type: none"><li>• An understanding of exam processes. Previous employment in a school setting.</li></ul>
<b>Personal qualities</b>	<p>The successful candidate will have:</p> <ul style="list-style-type: none"><li>• Excellent verbal and written communication skills.</li><li>• Excellent time management and organisation skills.</li><li>• High expectations of self and a desire to maintain professional standards.</li><li>• The ability to work as both part of a team and independently.</li></ul>	



## Person specification – continued

	Essential	Desirable
<b>Personal qualities – continued</b>	<ul style="list-style-type: none"> <li>• The ability to maintain successful working relationships with colleagues.</li> <li>• High levels of drive, energy and integrity.</li> <li>• A commitment to equal opportunities</li> <li>• A commitment to supporting others.</li> <li>• An excellent understanding of confidentiality.</li> <li>• A warm, engaging and transparent personality.</li> </ul> <p>The successful candidate will be:</p> <ul style="list-style-type: none"> <li>• Committed to promoting high quality and consistent practices.</li> <li>• Dedicated to their professional development and achieving desired qualifications.</li> <li>• Able to plan and take control of situations.</li> <li>• Committed to contributing to the wider school and its community.</li> <li>• Capable of handling a demanding workload and successfully prioritising work.</li> <li>• Professionally assertive and clear thinking.</li> <li>• A good team player, with the ability to also work using their own initiative.</li> <li>• Willing to go the extra mile.</li> <li>• Able to quickly adapt to changes.</li> </ul>	