



Claverham Community College

EXAM INVIGILATOR

Information for Applicants

Principal: Mr P Swatton

North Trade Road,
Battle,
East Sussex
TN33 0HT
Tel: (01424) 772155
Fax: (01424) 774106
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Website: www.claverham.org

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Dear Applicant.

Re: Post of Exam Invigilator

Thank you for your enquiry regarding the vacancy for the above named post. The role is paid at £8.55 per hour plus accrued holiday pay.

We wish to recruit a number of Exam Invigilators for the following dates:

- Modern Foreign Language speaking exams 25th April – 8th May 2019;
- GCSE exam season and end of year exams 13th May – 26th June 2019.

(Whilst regular availability is required it is not essential to be available for all dates).

This role will require you to be ICT literate, have common sense and a conscientious attitude and manner. Full training will be given.

Please find enclosed a pack, which has been prepared to help you with your application. It includes:

- Information about the College;
- The job description;
- The person specification.

Your completed application form should be returned either by post to Personnel, Claverham Community College, North Trade Road, Battle, East Sussex, TN33 0HT or via e-mail to recruitment@claverham.e-sussex.sch.uk by the closing date of Tuesday 1st January 2019. Please be advised that we do not accept curriculum vitae's. Receipt of applications can only be acknowledged if a stamped addressed envelope is enclosed with your application. If you have not heard from the college within three weeks of the closing date, your application has not been successful this time.

Interviews will be held the weeks commencing 7th and 14th January 2019.

Claverham is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

This Post is subject to an enhanced DBS check.

If you require any further information, please call 01424 772155.

Yours sincerely,



Mr P Swatton
Principal

About Claverham Community College

Claverham Community College is situated on the outskirts of the historic town of Battle in East Sussex. The College grounds incorporate land which belonged formerly to the Battle Abbey Estate and are immediately adjacent to the site of the Battle of Hastings.

The College aims to provide an outstanding education to the young people it serves through its stated objectives which are:

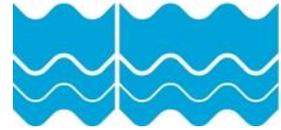
1. to develop fully their individual academic, emotional, physical and social potential;
2. to develop self respect, self discipline, adaptability, concern for others and the ability to live as independent adults while at the same time making a positive contribution to the community;
3. to acquire conceptual insight, knowledge, skills and practical abilities and the will to use them in the following areas of experience: scientific, technological, mathematical, linguistic, aesthetic, creative, commercial, moral, spiritual, economic, political and recreational;
4. to appreciate human activities of every kind;
5. to acquire understanding of the social economic and political order and a reasoned set of values, attitudes and beliefs;
6. to prepare for their adult lives at home, work, leisure and to make a full contribution to our society.

The Community College was established in 1973 and was developed from the former Battle County Secondary School built in 1955. In school terms the College became fully comprehensive in 1976 and now serves the educational needs of all children between the ages of 11 and 16 in Battle and the neighbouring villages of Ashburnham, Catsfield, Crowhurst, Netherfield, Ninfield, Penhurst, Sedlescombe, Whatlington and Westfield. The College is oversubscribed in all year groups. Children come from as far afield as Rye to the East and Eastbourne to the West, as well as the more immediate areas of Bexhill and Hastings. In addition to its purely 'school' function the College provides a wide range of cultural, educational and social amenities for the local population of the area as a whole. There is a thriving Community Education Centre, an excellent Sports Centre, and a large number of local organisations and sports clubs are affiliated to the College.

We opened a Day Nursery at the College in May 1993. The aim of the Nursery is to provide day care of the highest quality for babies and toddlers. The Nursery has a capacity of 40 places, up to 5 of which can be for children under the age of 2 years. A number of our staff make use of the Nursery for their own children.

The traditional catchment area of the College is almost entirely rural. The chief local occupations are various types of agriculture, forestry, horticulture, gypsum mining and retail services. Many professional and business people who live in the area either commute to London, a relatively fast 60 mile journey, or work in Bexhill, Hastings or Eastbourne, which are 8, 7 and 12 miles distant.

In addition to being ideally placed from the point of view of communication, Battle is very well provided for culturally. The town itself has a strong sense of community and supports a wide range of cultural and social activities. Bexhill, Hastings and particularly Eastbourne, offer good shopping facilities, excellent sporting opportunities, outstanding provision for the Arts and a wide range of social organisations.



EAST SUSSEX COUNTY COUNCIL

Job Description

DEPARTMENT:	Schools
LOCATION:	Claverham Community College
JOB TITLE:	Examinations Invigilator
GRADE:	East Sussex Single Status Grade 2
RESPONSIBLE TO:	Examinations Officer/Headteacher
MAIN PURPOSE OF THE JOB:	To participate in conducting external examinations for pupils, ensuring that all JCQ regulatory requirements for the conduct of examinations are strictly adhered to.

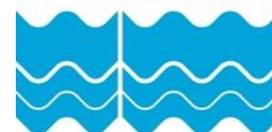
KEY TASKS

1. To check the examination room prior to the arrival of candidates to ensure that:
 - heating, lighting, ventilation and levels of extraneous noise are acceptable
 - no display materials that might be helpful to candidates are visible
 - a reliable clock of readable size is visible to each candidate
 - the *Warning to Candidates* is displayed both inside and outside the examination room
 - the *Notice to Candidates* is displayed in a public place outside the examination room
 - the seating arrangements prevent candidates, intentionally or otherwise, from overseeing the work of others
2. To ensure that a signed record is kept of the seating and invigilation arrangements for any examination session that you participate in.
3. To carry out checks on the identity of candidates on their arrival
4. To take all reasonable steps to ensure that:
 - the official examination stationery is issued to candidates and that no other stationery, including paper for rough work, is provided
 - candidates take into the examination room only those articles, instruments or materials which are expressly permitted

- candidates have all the necessary material to enable them to complete the examination
- 5 To open the packet of examination papers and issue the papers to Candidates
 - 6 To give clear instructions to candidates about the conduct of the examination to ensure that they fully understand what they are required to do.
 - 7 To supervise the candidates throughout the whole time the examination is in progress, and give complete attention at all times to this duty
 - 8 To complete the Attendance Register during the examination, in accordance with the instructions of the Awarding Body
 - 9 To know the actions to be taken in the event of an emergency such as a fire alarm or bomb alert
 - 10 At the end of the examination, to collect all scripts and ensure that candidates have used their correct Centre and candidate numbers.
 - 11 After collation, to ensure the scripts are handed to the person responsible for despatching the scripts to Examiners.
 - 12 To collect all unused stationery in the examination room and return it to the Examinations Officer.
 - 13 To ensure that the room is left in a tidy condition.
 - 14 To carry out the above duties in accordance with the Children's Services Department's Equal Opportunities Policy.

All school based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the school's Child Protection and Safeguarding Policy and work in accordance with this document at all times.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.



EAST SUSSEX COUNTY COUNCIL

Person Specification

Post Title: Examinations Invigilator
Location: Claverham Community College

Grade: Single Status 2

	Essential Criteria	Desirable Criteria	Method of Assessment/ Source of Information
Key Skills & Abilities	<ul style="list-style-type: none"> • Ability to work under strict rules & regulations • Ability to demonstrate accuracy and attention to detail • Ability to relate to candidates yet maintain an air of authority • Ability to communicate with candidates and members of staff clearly, accurately and professionally • Able to converse at ease with candidates and provide advice in accurate spoken English • Ability to work as part of a team or alone as necessary • Ability to demonstrate effective oral and written communication 	<ul style="list-style-type: none"> • Experience of working with young people 	<ul style="list-style-type: none"> • Application /Interview

	<p>skills</p> <ul style="list-style-type: none"> • Ability to act on own initiative, dealing with any unexpected problems that arise • Ability to apply the College's ethos. 		
Knowledge		<ul style="list-style-type: none"> • A sound knowledge of the 'Instructions for the Conduct of Examinations' produced annually by the JCQ (Joint Council for Qualifications). • A sound knowledge of the roles of the JCQ and Awarding Bodies • A sound knowledge of the school's examination policy and procedures 	<ul style="list-style-type: none"> • Application /Interview
Experience		<ul style="list-style-type: none"> • Previous experience of invigilating examinations in a school environment 	<ul style="list-style-type: none"> • Application /Interview
Personal Attributes	<ul style="list-style-type: none"> • Ability to demonstrate a flexible approach to work • Reliable and punctual • Ability to keep calm under pressure or during unexpected circumstances • Ability to take initiative when appropriate 		<ul style="list-style-type: none"> • Application /Interview

	<ul style="list-style-type: none"> • Ability to be firm but fair at all times • Willingness to participate in in-house training for the role • Ability to maintain confidentiality • Ability to act professional at all time • Possess interpersonal and communication skills to engage with young people & professionals 		
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Date (drawn up): November 2009
Reference of Officer(s) drawing up person specifications: JM



EAST SUSSEX COUNTY COUNCIL

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you applying for. This information will help you if successful in your application identify any health related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Using display screen equipment	X
Working with children/vulnerable adults	<input type="checkbox"/>
Moving & handling operations	<input type="checkbox"/>
Occupational Driving	<input type="checkbox"/>
Lone Working	<input type="checkbox"/>
Working at height	<input type="checkbox"/>
Shift / night work	<input type="checkbox"/>
Working with hazardous substances	<input type="checkbox"/>
Using power tools	<input type="checkbox"/>
Exposure to noise and /or vibration	<input type="checkbox"/>
Food handling	<input type="checkbox"/>
Exposure to blood /body fluids	<input type="checkbox"/>

The Selection Process

The interview process will involve:

- A tour of the college;
- Meeting with Exams Officer;
- Formal interview.

We look forward to receiving your application.

Deadline for receiving applications: Tuesday 1st January 2019.

Interviews will take place the weeks commencing 7th and 14th January 2019.