



IN OMNIA EXCELLENTIA

Exam Invigilator (Casual)

Post Title:	Exam Invigilator
Contract Type:	Casual
Reporting to:	Exams Officer
Salary Range:	£11.44 per hour plus holiday pay

Perins School, Pound Hill, Alresford, Hampshire, SO24 9BS

www.perins.net recruitment@perins.hants.sch.uk 01962 734361



IN OMNIA EXCELLENTIA

Letter from the Headteacher:

Dear Applicant

Thank you very much for the interest that you have shown in this position at Perins School. The successful candidate will have an important contribution to make to our growing and successful school and I hope that you will find the enclosed information helpful.

You will see from the information enclosed that Perins School is one that places individuals at the heart of everything we do, whether that be staff, students or the wider community. We are therefore committed to the well-being and professional development of all of our staff and, as such, we see this as the potential start of a new professional relationship with us. Following a wonderful journey of development and expansion, we are now a popular, oversubscribed 11-16 school that is highly regarded locally and nationally. In 2017, we were featured as one of Tatler's top state schools in the country.

Our ethos is one of 'working with' and not 'doing to'. Our staff choose to go the extra mile and, as such, our extra-curricular offer is second to none. We have ensured that through high quality provision we are known nationally for our sporting teams and activities with over 650 students regularly participating in sporting events outside of the school day. Over the past few years, we have also expanded our provision within the creative arts. The annual drama production in particular has been a great source of both personal and professional pride – and we can say with confidence that a Perins Youth Theatre production is so much more than just a 'regular school production'. Our reputation, in both the school and across the wider community, has grown exponentially with each drama production we have staged, and the positive feedback we receive year-on-year continues to surpass our expectations. In 2016, over 350 pupils auditioned for Phantom of the Opera. And this was surpassed in 2017-18 with over 400 auditioning for Beauty and The Beast. The many other opportunities provided by all areas of the school ensure that hundreds of students remain on site until up to 6pm each day and this encourages positive working relationships between staff and students that are truly enabling.



IN OMNIA EXCELLENTIA

Participating in the extra-curricular activities has proven to be a wonderful experience for all those involved and one which we hope will stay with our staff and students for the rest of their lives.

It is our belief that this strong and distinct ethos, combined with aspirations to excellence in everything we do, combined with exceptional levels of pastoral care, enables us to provide an outstanding quality of education.

At Perins School, however, we are never complacent and are committed to moving our school forward to become an outstanding provider of holistic education. There is a strong and supportive culture across the School which enables staff to focus on providing high quality teaching for all our students. Indeed, our staff are warm and welcoming, our parental community are engaged and supportive of the School and our students are a joy to teach and know. We are also wholly committed to retaining the best of the past traditions of excellence, and our relentless drive for continual improvement results in outstanding success in a wide range of areas.

I sincerely hope that you find the information provided informative, our tone welcoming and the position attractive to you. All appointments to our staff are important; however, the appointment of the right staff to secure the continued success of Perins School is essential. Our most recent Ofsted report confirms our status as an exceptional School. However, there is still much ahead of us and the Trustees, Local Governing Board, Senior Leadership Team and I are ambitious for our students to experience the most outstanding education and achieve the highest possible outcomes that they are capable of achieving.

If you believe you can contribute to our exciting future, I would be delighted to receive your application.

Yours faithfully,
Mr Steve Jones
Headteacher

A handwritten signature in blue ink is placed over the typed name 'Mr Steve Jones'. The signature is stylized and appears to be 'S. Jones'.



IN OMNIA EXCELLENTIA

Overview:

We are seeking to recruit new Exam Invigilators to assist with internal and public examinations at Perins. The hours are part-time and on a casual basis depending on the exam timetable throughout the year. The individual will be part of a bank of invigilators that will be contacted in advance of the exams to establish availability.

Full training will be provided and working hours will be negotiated for each exam period.

The role may include one to one, scribing or reading for students who have access arrangements because of special educational needs and disabilities.

Job Purpose

The individual in this position provides invigilation for external examinations at the school.

The exam invigilator is responsible for picking up the exams material prior to the exam, distributing the material to the candidates, supervising the exam for the duration of the scheduled time and returning all exam materials to the exams officer at the end of the allocated time.

Key Responsibilities

- Have an understanding of and commitment to maintaining the appropriate standards of confidentiality/security of examination materials.
- Report/communicate any problems/incidents/emergencies to the examinations officer.
- Tidy and straighten exam desks.
- Check seating tickets are in place on desks.
- Set out examination materials on desks.
- Check clocks are at start time.



IN OMNIA EXCELLENTIA

- Check that supplies of supplementary paper is available at distribution points.
- Supervise entry of candidates into examination venues in silence.
- Assist candidates to their correct seating position.
- Ensure candidates do not open or write on the papers on their desks.
- Visual check on candidates to ensure that they do not have any unauthorised items on them.
- Prevent candidates arriving late from entering hall and supervise them outside.
- Invigilate candidates during exam by slowly walking up and down the rows.
- Supply supplementary paper to candidates.
- Record students who need to use the toilet.
- Supervise hall and examination venues to ensure silence on dismissal.
- Ensure candidates do not leave hall with exam papers or stationery.
- Collect up exam papers, booklets etc.
- Sort completed scripts into candidate number order.
- General tidying up after candidates have left.
- Invigilate individual candidates with extra time in examination rooms
- Corridor supervision
- Invigilating in specialist examination rooms if required
- General sorting or checking of examination papers/stationery
- Checking completed scripts for candidate details
- Putting up/removal of notices

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the individual will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Executive Headteacher.

It is the responsibility of the post holder to be proactive in alerting their line manager if there are tasks that need to be done in order to protect the efficient functioning of the school and the safeguarding of the students.



IN OMNIA EXCELLENTIA

Person Specification

- Experience of working in a school is desirable but not essential.
- Proven ability to work in a team.
- Excellent timekeeping.
- Common sense and initiative.
- Patient and understanding attitude.

Applicants who fail to adequately address the relevant criteria in their application form and supporting statement will not be considered.



IN OMNIA EXCELLENTIA

Benefits:



Remuneration All our teaching positions are based on the national teaching scale. If you are a UQT, we will assess your experience, and remunerate appropriately. Support staff salaries are based on HCC grades.



Holiday Our teachers have an additional week in the October half term. Support staff have a generous annual leave allowance, that is either wrapped up in your monthly pay (term time only contract) or can be taken at any time during the year (52 week contracts)



Pension Teaching staff benefit from the Teachers Pension, and Support staff benefit from membership in the Local Government Pension scheme. These pension schemes are renowned for their generosity.



Discounts We offer a wide range of voluntary discounts via our partners KAARP



Employee Assistance Programme We offer resources and programmes to support your physical, mental and financial wellbeing. We also have a team of Mental Health First Aiders within the MAT who you are able to reach out to should you need to. We also offer an Employee Assistance Programme for those that may need it.



Preschool and Nursery Reduced nursery and preschool fees and term time only packages at Perins Pre School based on Sun Hill Junior School site.



IN OMNIA EXCELLENTIA



After school club reduced fees at Alresford Youth Association's afterschool club based at Sun Hill Junior School



Training We have a strong CPD ethos, and encourage life-long learning. Regular CPD sessions are held at school



Free onsite gym



Free tea and coffee, and ample staff social areas including garden. Weekly 'cake break' hosted by each department



Cycle to work scheme



Free car parking



IN OMNIA EXCELLENTIA

Guidance on the information you need to include in your application form

In order for you to be considered for the position, it is important that you complete the application form fully. This ensures that all applicants are providing us with the same type of information. Please use the information available to you and your knowledge of the role to assist you in completing the application form. Incomplete application forms will delay our recruitment process.

Employment history

Current Employer

Enter information about your current employer. If this is your first job after school or college, please give details of weekend, evening jobs, or work placements.

Previous employers

Please provide information about all of your previous employers including permanent, temporary or interim roles. To do this, simply add more sections.

You must give a **full** history in chronological order since leaving secondary education, including periods of any post-secondary education / training, part-time and voluntary work. If you have any gaps in your employment, please indicate the reasons for this.

Include full time employment, with start and end dates.

Provide explanations for periods not in employment or education / training and reason

Formal education

Enter your educational qualifications such as NVQs, GCSEs, O-Levels, A-Levels, AS Levels, Highers, and Degrees. Include all subjects and grades/scores.



IN OMNIA EXCELLENTIA

Job specific information

The questions in this section will depend on the role you are applying. Ensure you complete all questions.

Safeguarding children and adults

The Perins MAT is committed to safeguarding children and promoting the welfare of children, young people and adults. We expect all employees, workers and volunteers to share this commitment. All our recruitment and selection practices reflect this commitment.

For roles working with children and children's data, we comply with the "Safer Recruitment" national guidelines. Ideally, we will take up references before the interview for these roles; however, we do understand that with some positions this is not always possible. We will always be discrete, and if the role that you are applying for allows, you will have the option to let us know if you do not want us to contact your current employer.

Employment references for Safer Recruitment roles should not be from a colleague. They should be from your manager, supervisor or someone who is in a position of authority. It is our preference that referees are provided from **different** schools if you have worked in school environments previously.

If you are not currently working with children or adults but have done so in the past, it is important that you provide a reference from this employer.