



## Casual Exam Invigilator

*Please Run as Slide Show to access links on PowerPoint*

Dear Applicant,

Thank you for your interest in joining our team.

We truly believe that Abbey College Ramsey is an excellent place to work. We have high aspirations for our staff and students and recognise that a happy and well-supported body of staff are essential to reaching our goals as a College.

We are committed to staff development and have a full and extensive programme of CPD activities laid on throughout the year. In 2020, we were proud to receive the Early Career Development Quality Mark, which recognises our effective support and development of teachers in the early stages of their career.

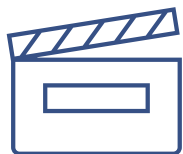
At Abbey College, we aim to provide an excellent education and the best opportunities for the students in our care. As society continues to change, it is important that our school provides a safe and stable environment where all young people feel valued and can learn and achieve to the best of their abilities.

A student's education is not a dress rehearsal; they only get one chance. We believe that high quality teaching, learning and engagement is at the heart of every good school. We run a wide variety of extra-curricular and leadership opportunities for our students allowing them to show their potential in many ways.

I look forward to receiving your application on the enclosed application form, together with your covering letter. If you would like more information about the College, please contact Natalie Holden (HR).

**Mr Andy Christoforou**

**Headteacher, Abbey College**



School video



Curriculum journey



Prospectus



## About Abbey College

Abbey College, Ramsey, is located in a small market town almost halfway between Huntingdon and Peterborough and within easy reach of Cambridge and London. The College is set within extensive, historic and beautiful grounds close to the Parish Church of St Thomas A Becket.

The College is a large 11-18 school with a catchment which extends over a wide rural area. There are approximately 1090 students on role, including a sixth form of 120. We currently have around 60 teaching staff with an additional support team of around 40 members of staff.

The Abbey College Spirit is the set of virtues that underpins our community. The spirit comprises of three key virtues: humility, intuition and passion, which we expect all members of our school community to work towards. The colleges' reward system is based around the virtues; students are recognised when they demonstrate the virtues both in the wider-school and in the community. Students work towards a bronze, silver and gold award over the course of KS3 and wear their badges with pride when they receive them.

For more information about day-to-day life at the College, visit our Facebook page: [www.facebook.com/RamseyAbbeyCollege](http://www.facebook.com/RamseyAbbeyCollege).

**“Leaders and governors have established a culture of high expectations and aspirations for pupils.”**

Ofsted 2018

## About Ramsey

Ramsey is a historic English market-town in the district of Huntingdonshire and the county of Cambridgeshire, which was established around the Ramsey Abbey, a Benedictine monastery. Subsequently the town is brimming with history and has retained a quaint, rural feel.

However, do not be fooled, Ramsey is just 20-25 minutes from bustling cities Peterborough and Huntingdon, and its close-proximity to the A1 motorway also means it is just 40 minutes from Cambridge and 45 minutes from London from Peterborough train station. Therefore its positioning grants it a perfect combination of both rural charm and city comforts.



## Job description

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

The responsibilities of the post will be in accordance with the Teacher's standards, latest School teachers' pay and conditions, school's policies and under the direction of the Headteacher.

Abbey College is looking to expand our team of Examinations Invigilators for the 2021/2022 academic year. Exams are taken at various times during the school year including a variety of public and trial exams. The role is a casual contract, so hours and days will vary dependent on operational need, however, availability will generally be required from 8.30am for morning exams and 1pm for afternoon sessions.

We are looking for people who are flexible, reliable, punctual and able to work as part of a team, ensuring exam regulations are followed. Invigilators are a key part of the examination process, being the person to assist in setting up and supervising the exam room and candidates, ensuring that the examination is conducted according to regulations. Invigilators are expected to approach the job in a serious and professional manner with emphasis on punctuality and reliability. They should also have the ability to communicate effectively with people. Previous experience is not necessary as training will be provided, however experience of working with young people would be an advantage.

**Working hours:** September, November, January, February, May & June

**DBS Clearance:** This post requires Disclosure and Barring Service clearance as well as a range of other safer recruitment checks.

**Post title:** Casual Exam Invigilator

**Responsible to:** Exams Lead

### Casual Exam Invigilator

Start: ASAP

Application deadline: 13<sup>th</sup> January 2025 at 9am

Shortlisting: 14<sup>th</sup> January 2025

Interviews: ASAP

Salary: £12.30 per hour

### **Safeguarding:**

The Casual Invigilator will have:

- The ability to safeguard and promote the welfare of children and young people
- Appreciation of the significance of safeguarding and ability to interpret this accurately for all individual children and young people whatever their life circumstances
- A good understanding of the safeguarding agenda and an ability to contribute towards a safe environment

The duties and responsibilities of the subject element of the post may vary from time to time according to the changing needs of the school. Any section of the job description may be reviewed at the discretion of the Headteacher in the light of those changing requirements and in consultation with the post holder and governing body.

A more comprehensive job description and person specification can be found below.

Please complete the application form and return with a covering letter of no more than one side of A4 to Lee Valentine  
**Nholden@abbey.college**

## Abbey College

### Details for applicants

#### Would you like to visit us?

Informal visits are welcomed. We are not as far away as you think and driving through the countryside each morning is a very pleasant way to start your day! You'll find us just 20 minutes from Peterborough and Huntingdon, and commutable from Cambridge too. Why not come and visit us so we can show you more of our school?

#### What do I do if I want to know more before applying?

You are very welcome to come and visit our wonderful school, please just let us know and we will arrange a tour of the department and wider school. More information is available on our website. However, if you have any further questions, please contact Lara Fowler [linda.bennett@abbeycollege.cambs.sch.uk](mailto:linda.bennett@abbeycollege.cambs.sch.uk)

We look forward to meeting you and receiving your application. [www.abbeycollege.cambs.sch.uk](http://www.abbeycollege.cambs.sch.uk)

#### Safeguarding Statement

The post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact will be to adhere to and ensure compliance with the College's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the College s/he must report any concerns via the online reporting system MyConcern, or where there is an immediate risk directly to a member of the Designated Safeguarding team.

#### Application Form

Please contact Natalie Holden [nholden@abbey.college](mailto:nholden@abbey.college) for an application form. Or use the link below to our school website.

<https://www.abbeycollege.cambs.sch.uk/about-us/vacancies>

**Job Description:** Casual Exam invigilator

**Start Date:** ASAP

**New Scale Point:** £12.30 per Hour

**Hours:** Flexible working hours during September, November, January, May and June

### **Main Duties and Responsibilities**

- Maintain the security of exam papers at all times and ensure that the conduct of the exam takes place within the guidelines set down by the JCQ.
- Collect question papers, attendance registers and all other necessary materials from the Exams Office before an exam.
- Check the exam room is set up in accordance with JCQ regulations.
- Ensure a calm environment to give candidates the best possible opportunity to be successful in their exams.
- Accurately complete attendance registers noting the arrival time of any student arriving after the start of the exam.
- Be vigilant at all times during an exam and record any incidents that occur.
- Collect and collate completed scripts at the end of the exam and return them to the Exams Office

### **Essential:**

- Committed to the safeguarding of young people and equality and diversity
- Enhanced Disclosure clearance
- Flexibility
- Good attendance and punctuality
- Accuracy and attention to detail
- Ability to work as part of a team or alone as necessary
- Ability to keep calm under pressure or during unexpected circumstances

### **Desirable:**

- Experience of exam invigilation
- Knowledge of the further education sector
- Previous work with children.

## Wellbeing

- Ensure all pupils have equal access to learning using appropriate strategies and resources, where necessary.
- Liaise with pastoral staff members to ensure the wellbeing of pupils and their full participation in school life.
- Raise any concerns regarding pupils' behaviour with the relevant Raising Standards Lead.
- Implement any specific arrangements for individual pupils, ensuring that relevant staff members are aware of the measures in place.
- Provide individual pastoral support to pupils, where necessary.
- Continuously motivate and challenge pupils, whilst promoting and reinforcing self-esteem.

## Safeguarding

- To have the ability to safeguard and promote the welfare of children and young people.
- Appreciate the significance of safeguarding and interprets this accurately for all individual children and young people whatever their life circumstances.
- To have a good understanding of the safeguarding agenda and can demonstrate an ability to contribute towards a safe environment.
- The ability to converse at ease with members of the public and provide advice and information in accurate spoken English is essential for the post.

## Variation Clause

- This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the Headteacher or line manager in consultation with the post-holder. In these circumstances it will be the aim to reach agreement on reasonable changes but if agreement is not possible management reserves the right to make changes to the job description following consultation.



This job description should be performed in accordance with the provisions of the *School Teachers' Pay and Conditions Document* and within the range of duties set out in that document.

**Abbey College – Casual Exam Invigilator**

<b>Criteria</b> E = Essential; D = Desirable	<b>Details</b>		<b>To be addressed by</b>
<b>Skills, Knowledge and Experience</b>	E	Good Communications skills at all levels, verbal and written	Application/Interview
	E	Good team worker and interpersonal skills	Application/Interview
	E	Ability to multi task effectively	Application/Interview
	E	Have an understanding and empathy with young people	Application/Interview
	E	Ability to think clearly and keep calm under pressure	Application/Interview
	E	Positive and flexible attitude	Application/Interview
	E	Good dress code	Interview

<b>Criteria</b> E = Essential; D = Desirable	<b>Details</b>		<b>To be addressed by</b>
<b>Skills, Knowledge and Experience</b>	D	Previous experience	Application/Interview
	D	A sense of humour	Application/Interview
	E	Ability to work in an unsupervised capacity	Application/Interview
	E	The ability to converse at ease with members of the public and provide advice and information in accurate spoken English	Interview
<b>Safeguarding</b>	E	To have the ability to safeguard and promote the welfare of children and young people.	Interview
	E	Appreciate the significance of safeguarding and interprets this accurately for all individual children and young people whatever their life circumstances.	Interview
	E	To have a good understanding of the safeguarding agenda and can demonstrate an ability to contribute towards a safe environment.	Interview



Abbey College Main Office  
Abbey College, Abbey Road,  
Hollow Lane,  
Ramsey  
Cambridgeshire  
PE26 1DG

Telephone: 01487 812352  
Email: [office@abbeycollege.cambs.sch.uk](mailto:office@abbeycollege.cambs.sch.uk)  
[www.abbeycollege.cambs.sch.uk](http://www.abbeycollege.cambs.sch.uk)