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**BRADFORD GIRLS'
GRAMMAR SCHOOL**



Exam Invigilator

RECRUITMENT INFORMATION PACK



Salary: £13.45 per hour

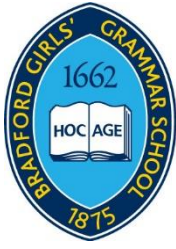
Contract term: Fixed term in line with exam windows

Working pattern: To be determined by exam schedule

From: February 2025 (or sooner)

Bradford Girls' Grammar School

Squire Lane, BD9 6RB



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1. About Bradford Girls' Grammar School

Thank you for the interest you have shown in the post of Exam Invigilator at Bradford Girls' Grammar School. I hope that the information found within this pack and on our website will encourage you to submit an application.

Bradford Girls' Grammar Secondary School is a well regarded school of around 690 students, located in the outskirts of Bradford city centre.

Established in 1875, the school is rich in history and has a strong record of providing an outstanding education. Previously a girls' independent school, Bradford Girls' Grammar School became an Academy Free School in 2013. In January 2023, the school joined the Bradford Diocesan Academies Trust (BDAT).

From establishment until 2024 the school has been an all-through school admitting students from ages 5-16. In September 2024, Bradford Girls' Grammar School officially separated from Lady Royd Primary School becoming an 11-16 Academy educating 690 wonderful young ladies.

There are many other strengths of the school; quality of education is good across the school leading to outcomes that are above national averages; we are an inclusive school; and our students have an excellent work ethos.

Our school motto: *Aspire, Succeed, Lead*, defines our mission and we expect students to leave as future leaders; confident to take on challenges and to make a difference on a world platform.

Our values of Accountability, Self-Confidence, Perseverance, Integrity, Respect and Empathy define how we operate and what we expect from students and ourselves. We are ambitious, have high expectations of ourselves and others and work together supportively, as a cohesive team.

We offer fantastic support and professional development to staff which ensures that they are equipped with all the necessary skills to deliver excellent lessons to the students daily. We are part of Bradford Diocesan Academies Trust (BDAT), which provides extensive CPD and career opportunities for staff, whilst also retaining the values, special character and history of Bradford Girls' Grammar School.

Please read the application pack carefully and if you believe that you are the right person to fill the role and that your values are aligned with ours then we welcome an application from you.

2. Bradford Diocesan Academies Trust (BDAT)

Bradford Girls' Grammar School is an academy within Bradford Diocesan Academies Trust. If you are successful in being appointed, the Trust will be your employer.

General Information and Background

Bradford Diocesan Academies Trust (BDAT) is a Multi-Academy Trust (MAT) supporting 21 schools in Bradford. We are a Trust which prides our self in delivering great education outcomes and life opportunities for all our children. We are an inclusive Trust working with children from a rich range of backgrounds who reflect our communities and the city we serve. We are proud to be all about Bradford and developing the future generation of lifelong learners who will go on to achieve incredible things.

BDAT is a Trust which recognises each of our schools is unique. We actively encourage and celebrate difference as we know each of our schools serves very different communities. However, we also know that a key strength of being part of a Trust means together our schools can support each other, learn from each other and share great practice. As importantly we know from working our way through the COVID pandemic, that a problem shared really can be a problem halved, and by working together we can save ourselves time, money and lots of duplication of work.

We are a Trust which is value-led and we know it is important that we consistently live these values. The Trust's mission is "to provide education of the highest quality within the context of Christian belief and practice." We strongly believe every child only has one chance at a good education.

Our core Trust values are inclusion, compassion, aspiration, resilience, excellence (I.C.A.R.E.). We seek to model these values in all we do, including how we recruit and develop our staff, how we teach our students and how we liaise with our families, friends and partners. We are a proudly Christian organisation committed to providing high-quality education for all within our ethos. Whilst robust Christian principles underpin the work of the Trust, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. We describe ourselves as having inclusive values, believing these are as appropriate and important to staff and students of all faiths (and to those without faith), as they are to those who practice within the Church of England. It is for this reason we choose to support and sponsor Non-Church of England Academies, as well as those within the faith. Therefore, we welcome applications for this role from employees of all faiths as long as they understand and can promote the values which we share.

BDAT is a large Trust, however we pride ourselves in knowing and understanding our schools. We are all part of the BDAT family, and we all have the same motivation – to see our children succeed. For more information about us follow us on twitter @wearebdat or visit www.bdat-academies.org

3. Information on the Post

We are seeking to recruit attentive, professional and ethically sound individuals to act as Exam Invigilators.

As an Invigilator you will play a key role in supporting the examination operations of the School. You will ensure that all relevant exam regulations and standards are adhered too and ultimately you will assist in ensuring the best possible educational outcomes for our students.

We are a hugely successful school, with a strong set of results and we want to get even better!

Our mission is that our students leave as future leaders – equipped to perform on national and international platforms in whatever career they choose in the future. Providing broad opportunities, raising aspirations, and providing fun and memorable experiences, are all key to this, and all our colleagues contribute to extra-curricular activities.

The school's culture is firmly rooted in values, and these shape the way that we do things on a day to day basis. We recognise our accountability to our children and the impact we make on their futures; we are self-confident in what we do; and we are prepared to persevere in our determination to succeed. We are an organisation that truly cares about what we do and how we do it, and our actions are very much based on integrity, mutual respect, and empathy.

If you are interested in joining our team and being part of our exciting future, we look forward to hearing from you.

4. Application Process

Should you wish to apply for this position, please send the following:

- A completed application form. Applications should be made electronically via MyNewTerm.
- **Closing date for applications: Monday 13th January 2025 at 8.00am**
- **Shortlisting of applications: Monday 13th January**
- **Interview date: w/c 20th January**

Appointments made are subject to an enhanced DBS check.

This school is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff, visitors, and volunteers to share this commitment.

5. Job Description

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| Post Title: | Exam Invigilator |
| Post Purpose: | To ensure, under the direction of the Exams Officer and alongside other Exam Invigilators and staff, the smooth running of the examination process. |
| Reporting to: | Exams Officer |
| Working time: | You should be available for all sessions throughout the main exam season in Summer (May and June) and at least 3 days a week during internal exam seasons. Morning Sessions start at 8am and afternoon sessions start at 12pm. |
| Salary/Grade: | £13.45 per hour |
| Main (Core) Duties: | |
| | |
| Responsibilities | <p>Duties and Responsibilities</p> <ul style="list-style-type: none"> • Conducting the exam in accordance with JCQ regulations and in accordance with exam board rule of conduct. • Ensuring the integrity and security of the examination before, during and after the examination. <p>Before Exams</p> <ul style="list-style-type: none"> • Report to and be briefed by the exams officer prior to each exam session. • Keep confidential exam question papers and materials secure before, during and after exams. • Ensure exam rooms are set up according to the requirements. • Admit candidates into exam rooms under formal exam conditions. • Identify candidates and seat candidates according to the required arrangements. • Distribute the correct question papers and all necessary exam materials to candidates- ensure that only official examination stationery is used by the candidates and that no other stationery, including paper for rough work is provided. • Ensure that calculators meet the examination board requirements. • Instruct candidates in the conduct of their exams. • Deal with candidate questions. • Start exams. |

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| | <p>During Exams</p> <ul style="list-style-type: none"> • Always supervise and observe candidates and be vigilant throughout exams. • Keep distribution 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 in accordance with the regulations. <p>After Exams</p> <ul style="list-style-type: none"> • Instruct candidates in finishing their exams and collect exam scripts and exam materials. • Dismiss candidates from the exam room. • Check candidates name on scripts, match the details on the attendance register. • Securely return all exams scripts and exam materials to the exams officer <p>Other Tasks</p> <ul style="list-style-type: none"> • Undertake training, update and review sessions as required • 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. • Other exam related administrative tasks including maintaining question paper security by supporting the second pair of eyes check. • Provide general administrative support to the school including the Exams Officer as appropriate e.g., photocopying, laminating, filing etc. as required. • Assist with the setting out and clearing of the examination room. |
| | |
| Wider Responsibilities | <ul style="list-style-type: none"> • Be aware of and comply with policies and procedures relating to child protection / safeguarding, equality and diversity, health and safety, ICT, security, confidentiality and data protection, reporting all concerns to an appropriate senior person. • To share responsibility for student welfare |

| | |
|----------------------------|---|
| | <ul style="list-style-type: none"> • Comply and assist with the development of policies and procedures relating to area of responsibility as required. • Develop effective professional relationships with others • Maintain the confidential nature of information relating to the school, its students, parents, and carers acting in accordance with the principles of the GDPR and the Data Protection Act 2018 at all times. • Have up to date KCSIE knowledge |
| | |
| Physical Conditions | <ul style="list-style-type: none"> • The post is based at Bradford Girls' Grammar School. • The school is accessible by stairs and lift and is available by disabled persons to the ground floor by a portable ramp on request • This post is subject to an enhanced Disclose and Barring Service check. • The school operates a non-smoking policy. |
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Statement:

Bradford Girls' Grammar School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade in line with the school's changing needs.

Dated: September 2024

6. Person Specification

| ATTRIBUTES | CATEGORY 1 | Ess | Des | MOA |
|-----------------------------|---|--|-----|--|
| Skills | <ul style="list-style-type: none"> To be able to communicate effectively and accurately both orally and in writing to students' parents /carers and other visitors/ callers to the school. To be hard working, determined, emotionally resilient, flexible, able to work under pressure and able to prioritise. To be able to work as part of a team and independently demonstrate good time management To be well organised use initiative and be able to manage time well To be calm yet assertive and to be able to deal with conflict To be confident with students, staff, and other members of the academy To be reliable, honest, trustworthy, discrete, and capable of handling confidential information and maintaining confidentiality. To be committed to following appropriate safeguarding practice to protect children and vulnerable adults. | X X X X X X | | A & I A & I A & I A & I A & I A & I |
| Qualification/ Knowledge | <ul style="list-style-type: none"> 2 A Levels. NVQ Level 3 or equivalent experience | | X | A, I & C |
| Experience/Training | <ul style="list-style-type: none"> To have experience of general administration Willing to undertake training in relevant areas Participation in relevant school-based training | X X | X | A & I |
| Personal Circumstances | <ul style="list-style-type: none"> Must be legally entitled to work in the UK (Asylum and Immigration Act 1996) Commitment to practice Christian values in a wider school context and the community Will not require holiday leave during term time No contra-indications in personal background or criminal record indicating unsuitability to work with children/ young people/ finance. | X X X | X | A & I A & I A & I |
| Disposition and Attitude | <ul style="list-style-type: none"> Ability to deal effectively with unexpected situations Demonstrate sound judgement Highly organized individual To have excellent attendance and punctuality | X X X X | | I I I I |

| | | | | |
|---------------------------|---|--|--|---|
| | <ul style="list-style-type: none">• To be well presented• To be self-motivated | X | | I |
| METHOD OF ASSESSMENT(MOA) | | A = Application Form T = Test I = Interview C = Certificate | | |

7. Enhanced Disclosure

Thank you for your interest in this post at Bradford Girls' Grammar School. The post you are applying for involves working with young people. It is therefore exempt from the Rehabilitation of Offenders Act and any offer of employment will be subject to an Enhanced Disclosure.

As this post is exempt from the Rehabilitation of Offenders Act, you must declare any convictions, including pending convictions, cautions, reprimands and warnings which would otherwise be regarded as "spent" under this Act. Further details will be sought prior to appointment.

An Enhanced Disclosure is carried out by the Criminal Records Bureau and will check criminal records for information on any convictions, cautions, reprimands and warnings held on the Police National Computer and on local Police records.

All information on criminal records provided both by you and within the Enhanced Disclosure will be used, stored and disposed of in confidence and in line with the Criminal Records Bureau Code of Practice of Disclosure Information.

Bradford Girls' Grammar School is committed to safeguarding and promoting the welfare of children.

Successful candidates will be required to complete a satisfactory enhanced Disclosure and Barring Service (DBS) clearance.

We are committed to safeguarding and promoting the welfare of our pupils and expect all staff and volunteers to share this commitment.

8. School Location and Travel Information

Bradford Girls' Grammar School

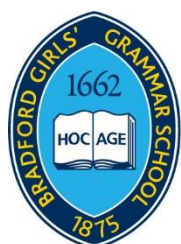
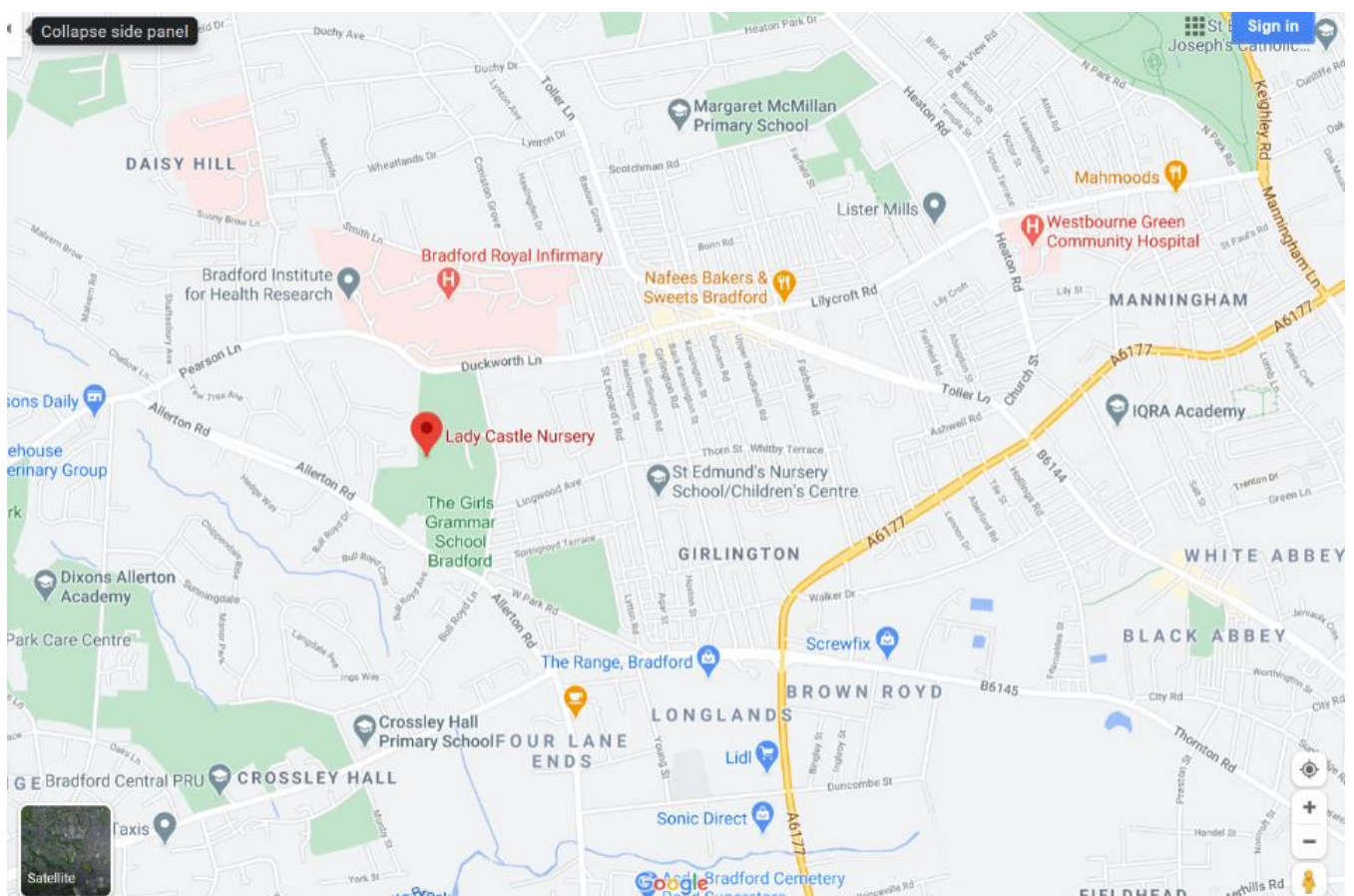
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