



GRACE COLLEGE
Emmanuel Schools Foundation

EXAMINATION INVIGILATOR

VALUED, CHALLENGED, INSPIRED



“WE OFFER OUR BEST TO EVERYONE AND EXPECT THE AMAZING BECAUSE WE BELIEVE IN THE INNATE POTENTIAL OF ALL PEOPLE”

WELCOME

Dear Applicant

I am delighted that you are interested in applying to be a Examination Invigilator at Grace College.

We truly believe that Grace College is a fantastic and exciting place to study as a student and work as a member of staff. We are looking for a candidate who has high expectations of themselves and the students we serve.

Grace College is a truly exceptional school, with excellent leadership, teaching and support for our students. As a Christian-ethos school of character for the whole community, everyone is welcome whatever their educational background and ability, faith position, social or ethnic background. Student behaviour is excellent and we put a great deal of emphasis on ensuring that staff can work in an environment where students want to learn. These high standards are maintained because of a relentless commitment to expectations and routines and

so all staff should be enthusiastic about upholding these. We are committed to the holistic development of young people: outstanding teaching goes hand in hand with opportunities for character development.

As Head of School, I am looking for staff who care deeply about securing the best life chances for the young people in our care.

If what you have read above excites you and aligns with your personal values, experience and ambitions, then you are probably the right person for this role and you will love working here.

Rachael Hooker
Head of School

MISSION

CHARACTER EDUCATION

We build good character. We learn about good character, why it matters and how to develop it.

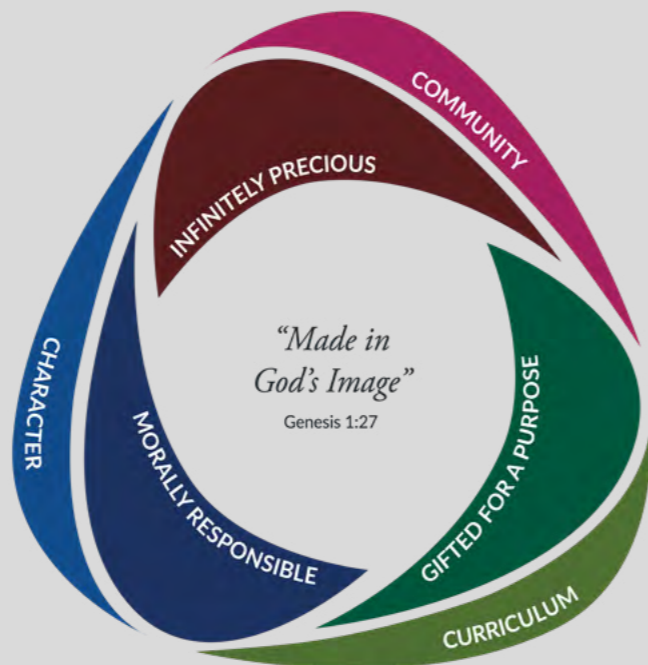
CURRICULUM EXCELLENCE

We are determined to achieve a personal best. We provide a broad ambitious curriculum that ensures excellent student learning, progress and future destinations.

COMMUNITY ENGAGEMENT

We serve with gratitude. We use our gifts to benefit the community and the environment.

OUR CORE VIRTUES



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**ALL PEOPLE ARE INFINITELY
PRECIOUS, MORALLY
RESPONSIBLE AND GIFTED
FOR A PURPOSE”**

PERSON SPECIFICATION

The role of the Examination Invigilator is to ensure that examinations are conducted according to the most up-to-date JCQ (Joint Council for Qualifications) regulations, under the supervision of the Examinations Officer. This includes providing administrative and practical assistance before, during and after an examination, as well as observing the candidates at all times during an examination. There is scope for this role to also include being a 'reader' (reading the examination paper to a candidate) or 'scribe' (writing answers that the candidate has dictated).

Examination invigilators have an essential role in upholding the integrity of the external examination process. You will need to be reliable and have good timekeeping skills. You must confidant in working independently, as well as working as part of a team. It is essential that readers and scribes have good written and verbal skills. You will need to be able to deal with unexpected situations confidently and calmly.



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**A PLACE WHERE ALL
STUDENTS AND STAFF HAVE
EQUALITY OF OPPORTUNITY
AND SUPPORT”**



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**A PLACE WHERE EVERYONE IS
WELCOME AND SAFE”**

THE **ROLE**

All invigilators are responsible to the Examinations Officer for:

Ensuring that the examination is started and finished according to current JCQ regulations, with a particular emphasis on:

- Setting up the examination room (including ensuring that all relevant JCQ posters are displayed) and ensuring that candidates are aware that they should not be in possession of any unauthorised materials (such as mobile phones, notes, etc.) and that candidates are aware of any pre-examination information.
- Taking responsibility for the security of the examination papers before, during and after the examination, including ensuring that all candidates have the correct papers.
- Ensuring that all candidates are present and immediately reporting any absences to the Examinations Officer.

Giving all their attention to conducting the examination properly, with a particular emphasis on:

- Supervising candidates continuously during the examination, including moving around the room regularly and quietly and dealing with candidate requests quickly and appropriately.
- Being aware of candidates who are entitled to access arrangements, and being familiar with the regulations regarding the implementation of all access arrangements, ensuring all regulations are adhered to.
- Ensuring that an accurate seating plan is completed before the end of the examination.

Being familiar with the current JCQ 'Instructions for Conducting Examinations' document and the relevant College policies and informing the Examinations Officer immediately if they have any concerns, with a particular emphasis on:

- Attending and participating in all training sessions as required by the Examinations Officer.
- Fully complying with the examination evacuation procedure and the College safeguarding policy where appropriate.
- Immediately reporting any concerns to the Examinations Officer, particularly including concerns regarding candidate absences or examination paper queries, concerns about the security of the examination papers and concerns regarding possible candidate malpractice.



APPLICATION DETAILS

Terms and Conditions

Whilst there will be a number of other opportunities throughout the year, you must be available to work flexible hours throughout the key months of May and June each year. Although we would not expect you to be available all day, every day during the summer examinations, we will be looking for invigilators who will have availability during most of these dates.

You should hold a GCSE grade C or above in English and Maths or have an equivalent level 2 qualification. Previous experience of invigilation would be advantageous but not essential, as full training will be given.

The rate of pay is currently £11.44 per hour.

Deadline:

Closing date: **Monday 6 January at 9:00am**

Interviews date to be confirmed

How to apply:

For further information, please visit www.emmanuelcollege.org.uk or call HR on 0191 461 4156 or email hr@emmanuelctc.org.uk. A CV may be submitted to supplement your application but will not be accepted in replacement of a completed application form.

[APPLY ONLINE HERE](#)

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. This post will involve daily contact with children and is subject to an enhanced DBS check. In addition, as part of the shortlisting process, and in accordance with statutory guidance, we may carry out an online search (for publicly available material) to help identify any incidents or issues that have happened which we may want to explore with shortlisted applicants at interview.

Please note that this detail is indicative and can be amended, updated or replaced as felt appropriate at any time and in order to remain in line with any future legal requirements or expectation.



GRACE COLLEGE

Emmanuel Schools Foundation

Lead Principal **Matthew Waterfield MA**

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**EMMANUEL SCHOOLS
FOUNDATION**