



GREYFRIARS
CATHOLIC SCHOOL



Invigilator





Invigilator

Thank you for your interest in the role of Invigilator at Greyfriars Catholic School, part of The Pope Francis Multi Academy Company (PFMAC) and Archdiocese of Birmingham.

Our vision at Greyfriars is that we are a Catholic School that champions each and every student. We champion students through teaching them well and holding them to account when they need guidance and support. Championing students means that we have a school where learning is disruption free with the highest expectations and ambition for students.

We know that working hard and being kind helps students feel personally and academically successful.

Please do not hesitate to contact us to seek further information.

I would be delighted to show you around our wonderful school and discuss this role in more detail.

Yours faithfully

Ms Lyndsey Caldwell

Headteacher

Application Details

We hope you are interested in this exciting opportunity and would like to submit an application.

To apply for the post of Invigilator, please -

- Fully complete the CES application forms, ensuring all details are accurate and all declarations are signed. Please ensure you include details of two professional referees with one being your current employer (with email addresses).

For further information please contact the School Business Manager, Sophie Upellini Email: s.upellini@gfcs.uk or Tel: 01865 749933

We do reserve the right to close this advertisement early if we receive a high volume of suitable applications.

Interview date: TBC

Job start: ASAP

To comply with the Asylum and Immigration Act 1998 (as amended by S147 of the Nationality and Immigration and Asylum Act 2002) all prospective employees will be required to supply evidence of eligibility to work in the UK.

Greyfriars Catholic School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant for any position will be required to undertake an enhanced disclosure via the DBS (disclosure and barring system) and appropriate Right to Work clearances and our recruitment and selection practice

The Pope Francis Catholic Multi Academy Company (PFMAC) is a family of Catholic schools in Oxfordshire, who work together to promote the teaching of Christ and the Catholic faith.

PFMAC comprises nine Catholic primary schools and two Catholic secondary schools and is an integral part of the Catholic Archdiocese of Birmingham ensuring that the Church's educative mission is fulfilled.

We believe each person is a unique creation made in the image of and likeness of God, called by name, with a special vocation and gifts to bring to the world. We seek to develop these talents in each individual by being a beacon for Catholic education in Oxfordshire.



GREYFRIARS
CATHOLIC SCHOOL

Invigilator Job description

Reporting to	Examinations Officer	Pay Grade	Grade 6
Hours of work	By negotiation and agreement during main exam periods when external invigilators may be required		

General requirements

- Experience of invigilation is not required as training in the role and duties of an invigilator will be provided
- Invigilators are required to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them
- Invigilators are required to confirm their availability in advance of main exam periods
- Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times

An ideal candidate will:

- be reliable, flexible and readily available during main exam periods
- have effective communication skills and good interpersonal skills
- work well as part of a team
- be confident and a reassuring presence to candidates in exam rooms
- be able to give instructions and manage situations involving different groups of people
- have basic IT skills (familiar with use of email, mobile phone messaging etc.)

Main duties

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Greyfriars Catholic School regulations and instructions
- To have a key role in upholding the integrity and security of the examination/assessment process

Before exams

- 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 exam materials to candidates
- Instruct candidates in the conduct of their exams
- Deal with candidate questions
- Start exams

During exams

- Supervise and observe candidates at all times and be vigilant throughout exams
- Keep disruption 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 according to the regulations

After exams

- Instruct candidates in finishing their exams and collect exam scripts and exam materials
- Dismiss candidates from the exam room
- Check candidates' names on scripts, match the details on the attendance register
- Securely return all exam scripts and exam materials to the exams officer

Other tasks

- Undertake training, update and review sessions as required
- (prior to invigilating any exam in a new academic year) 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. (full training will be provided)
 - ◆ other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'

In addition to the Greyfriars Catholic School will commit to:

- Promoting courteous and respectful relationships with students and staff at all times
- Using their influence with other staff and students to promote high standards of behaviour, ambition and order within the school
- Working to maintain the School at the forefront of educational practice
- To support the Catholic ethos of the PFMAC
- To play a full part in the PPMAC's school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
- To support the MAC in meeting its legal requirements for worship
- To continue professional development as agreed

The purpose of this Job Description is to set out in general terms the management, purpose and responsibilities of a specific job at Greyfriars Catholic School. It is not intended to be a comprehensive listing of every task that a Greyfriars Catholic School employee might be called upon to undertake. Neither is it a legal document, although it may be referred to in Contracts of Employment.

It will be reviewed at least once every two years and it may be subject to modification or amendment at any time after consultation with the holder of the post.

By my signature, I hereby certify that I have reviewed the attached description of my position and agree to perform the duties described therein. I understand that the PFMAC may make modifications, additions, or deletions to this job description at any time, and will notify me of any changes by sending me a revised copy for my review and signature.

Employee Printed Name _____

Date: _____

Employee Signature: _____



Person Specification

- Person Specification (e – essential / d – desirable)
- Grade C GCSE or equivalent in English and Mathematics D
- Experience of working in a school environment or other environment with young people D
- Ability to work in a team and individually using own initiative E
- Flexible over working hours E
- Good IT competence in Excel and Word, literacy and numeracy skills D
- Good written and verbal communication skills and be able to clarify and explain instructions clearly E
- Ability to follow written procedures to carry out tasks E
- Meticulous attention to detail E
- Team-player, personable, approachable, emotionally intelligent with a sense of humour D
- Ability to deal with any confrontational situations appropriately D
- Ability to maintain confidentiality in dealings with pupils, professionally discrete and able to respect confidentiality on particular issues E
- Demonstrates an understanding and awareness of child behaviour, have empathy with pupils and be sympathetic to their needs E