

CRANMORE

INDEPENDENT DAY SCHOOL

Exam Invigilators

Role Description

Dear Applicant

Thank you for your interest in Cranmore. Engaging the right individuals to work with Cranmore is one of the most important elements of my role as Headmaster. I and my team are committed to getting to know you well during our recruitment process and giving you the opportunity to see life at Cranmore.



I am incredibly proud of my colleagues and their professionalism and expertise which are key to us delivering all round excellence across a broad curriculum enriched with co-curricular activities.

In 2019, we came together with neighbouring school St Teresa's to form Effingham Schools Trust (EST), based on a diamond model – a powerful and exciting educational proposition, delivering all the advantages of both single sex and co-education to girls and boys. The partnership has proven incredibly successful, providing new opportunities for pupils of all ages. EST is delighted to be able to continue to grow with Manor House School joining the Trust in September 2023. Three modern, progressive schools, with enviable facilities will deliver best practice teaching to their pupils, whilst maintaining exceptional pastoral care.

It is a privilege to lead an excellent school with an exceptional sense of community. I hope that you will be as excited about the opportunity to work alongside us as we are about building upon our success.

A handwritten signature in blue ink, which appears to read 'B. Everitt'. The signature is fluid and stylized, with a long horizontal stroke extending to the right.

Barry Everitt
Headmaster

Our school is seeking to recruit a pool of reliable and professional exams invigilators to play a key role in the conduct of internal and public examinations. Invigilation experience would be an advantage but full training will be provided.

Roles and Responsibilities

The exams invigilator(s) will report to the Exams Officer.

The list below is not exhaustive and invigilators may be required to undertake any other reasonable tasks required by the Exams Officer.

- To uphold the integrity of the examination and assessment process
- To uphold exam conditions as stipulated by the exam bodies (not just silence) and report any malpractice, actual or perceived, to the Exams Officer immediately
- To assist with setting up exam rooms (notices, displays, clocks, etc.)
- To ensure exam papers and materials are kept secure before, during and after exams
- To assist with the distribution of exam papers, answer booklets and associated stationery
- Distribute additional paper etc to candidates as and when required
- Collect mobile phones/electronic devices and other non-permissible materials from candidates
- Check Exam Entry Lists and record those who are absent or late
- Seat candidates according to seating plans and make a note of any alterations
- To supervise candidates at all time and be vigilant throughout exams
- To officially start the exam, if required.
- To patrol the exam room and deal with candidates' queries
- To be aware of the emergency evacuation procedures, fire alarm, fire exits and assembly point
- To record and report any disruptions or irregularities to the Exams Officer and to enter any incidents in the Incident Report Book and bring these to the attention of the Exams Officer as soon as possible
- Assist in the collection of scripts and return all exam materials to the Exams Officer
- To dismiss candidates from the exam room

- Tidy up the exam room returning all associated stationery to the Exams Officer.
- Be aware of and adhere to school policies including but not limited to child protection, health and safety, data protection, whistle blowing.
- Attend training, both exam specific and wider school, as required.

Person Specification

The successful candidate will:

- Ideally, have experience of exam invigilation
- Be reliable and committed to ensure invigilation needs are fully covered during exam periods.
- Have the utmost levels of integrity.
- Be self-motivated, with an ability to work with minimal supervision or as a member of a team as circumstances require.
- Have competent IT skills.

Hours

Hours will be based on the internal, mock and external exam timetables with exams taking place in Spring (January to March) and Summer (April to July) terms.

Exact days and hours to be agreed with the Exams Officer based on exam timetables both internal and external.

Salary & Benefits

£12.50 per hour

- Refreshments and lunch provided during term time.
- Onsite parking.
- Use of the school's sports facilities including a fitness suite, 25-metre indoor pool, 6 hole golf course and squash courts.