

Exams Invigilator



ROLE: Exam invigilator

SCHOOL: Weston Secondary School

HOURS: Casual

SALARY: £11.98 per hour + holiday pay

CLOSING DATE: Open advert

INTERVIEW DATE: January 2024

START DATE: ASAP

An exciting opportunity has arisen for Exam Invigilators to join our experienced team at Weston Secondary School, part of Hamwic Education Trust (HET).

HET is a large, fast-paced Trust with currently 35 academies across the South Coast. Linked to 6 community-based partnerships, there are 32 primary academies, 2 secondary and 1 hospital school.

WSS is on an exciting journey. Our vision is of a school characterized by high aspirations, academic excellence, and exemplary conduct. Alongside the highest of expectations, a golden thread of care, encouragement and extra-curricular opportunity runs through the school. Our young people are Ready, Respectful and Safe. These very simple values enable them to fulfil every aspect of their potential. We invite you to visit the school so that you can see for yourself how amazing our school community is and gain a clear picture of our journey and the bright future of our school.

We are seeking to recruit highly motivated individuals to join our exam Invigilation team. You will support and oversee the exams on an ad-hoc basis. The role requires you to provide a professional examination service ensuring a calm environment to give candidates the best possible opportunity to be successful in their exams.

If you are ready for a new challenge and enjoy working with an organisation where no day will be the same, then please apply.

'All about the Child'

At HET, we aim to put the child at the centre of everything we do. We believe that by doing this, it drives our ethos and values to do the best we can for our children.

'What about Sam'

Sam is the name we have given to the notional Hamwic child. By asking ourselves 'What about Sam?' we ensure that we put our pupils at the heart of our decision making.

JOB/PERSON SUMMARY:

- to support the Examination Officer/Senior Invigilator with the day-to-day operation of examination venues.
- assisting with setting-up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures;
- assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues;
- offering advice and guidance to candidates without allocated seats;
- ensuring that candidates do not talk once inside examination venues;
- invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures;
- checking attendance during examinations;
- recording details of late arrivals and early leavers and collecting scripts from early leavers;
- escorting candidates from venues during the examinations as required, and supervising candidates whilst outside examination venues;
- collecting and collating scripts at the end of the examination in accordance with strict procedures;
- supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner

WE ARE SEEKING A PROFESSIONAL INDIVIDUAL WHO:

Can provide support during the examination period and ensuring all students abide by exam conditions for the duration of the exam.

WE CAN OFFER YOU:

- Excellent CPD opportunities and Training and Development Programmes
- In-house Teaching School
- An individual induction programme supported by a mentor
- Networking groups for Teachers, Business Managers, Site Teams and IT staff
- Eligibility to join the Teachers' Pension Scheme or Local Government Pension Scheme
- Generous holiday entitlement for staff working 52 weeks per year which increases with length of service

- Free eye tests up to the value of £25 for users of VDU equipment and contribution up to the value of £60 towards the purchase of glasses specifically for the use of display screen equipment (where all conditions are met)
- Opportunity to become a school workplace Health and Wellbeing representative, meeting with other schools on a termly basis and feeding into the Health and Wellbeing strategy
- Access to the Trust Health and Wellbeing pages
- Access to a staff benefits portal through Vivup
- Free confidential telephone and face to face counselling for staff and family members

APPLICATION PROCEDURE:

Should you wish to apply for this vacancy, please view the linked documents on our website:

- Headteacher's welcome
- Job description
- Person specification
- Benefits of working at WSS
- Application form

These can also be found at www.hamwic.org.

Please return the completed Application Form to Mrs Annie Mewett, hr@westonsecondary.co.uk

We strongly recommend that you visit WSS prior to applying please either email Mrs Mewett or contact us on 02380 447820 to arrange this.

SAFEGUARDING:

All schools with the Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

THE EDWIN JONES PARTNERSHIP

The Edwin Jones Partnership is part of an umbrella Trust called the Hamwic Education Trust. At the Hamwic Education Trust we offer unique opportunities for those individuals that excel in education.

We aim to deliver an outstanding education to our pupils and to do so we must employ **outstanding** people.

We offer a training pathway for all employees including teachers, support staff and our middle and senior leaders.

Our staff have opportunities to work on cross phase projects and to work in other schools within the Trust in order to gain invaluable experience and enhance their skills.