



Jack Hunt School (Trust)

A Specialist Language College and Sports College

Bradwell Road, Peterborough, PE3 9PY
Tel. 01733 263526 Fax 01733 330364
email info@jackhunt.net
website ~ www.jackhunt.net

CEO Peterborough Keys Academies Trust and Headteacher:
Ms P J Kilbey, BEd (Hons), PG Dip Ed, NPQH

Group 8 (11-18), Roll 1749 (239 in Sixth Form)

"A securely good school" – Ofsted January 2017

Examination Invigilators

The school is seeking to appoint Examination Invigilators to assist the Examination Office in the supervision and invigilation of all Examinations.

We are looking for committed, reliable and diligent individuals who can monitor the examination room conditions and react accordingly.

Hours are variable depending upon examination timetables,
i.e. which examinations are on which days.

Full training for successful applicants will be provided.
Pay is at £8.82 per hour.

Jack Hunt is an oversubscribed 11-18 vibrant, multi ethnic co-educational, comprehensive school with outstanding community cohesion.

The school provides an exceptional in-house CPD programme to enhance career development. If you want to truly make a difference to the lives and aspirations of our students we look forward to hearing from you.

The Board of Trustees of Peterborough Keys Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**Further details and how to apply are available on the Jack Hunt School website:
www.jackhunt.net/careers**

Closing date: Monday 26 November 2018 at 9.00 am



Our Head Prefect Team: 2018- 2019



A founder member school of the Peterborough Keys Academies Trust registered in England and Wales as Company Number 1108321



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 CEO Peterborough Keys Academies Trust and Headteacher: Ms P J Kilbey, BEd (Hons) PG Dip Ed NPQH
 Headteacher: Ms K A Simpson-Holley, MA (Hons) Cantab MA PGCE NPQH Deputy Headteacher: Ms A M Ford, MA (Hons) Cantab MEd PGCE AST

Welcome Letter from Headteacher

October / November 2018

Dear Applicant

Application for post as Examination Invigilators

The Board of Trustees of Peterborough Keys Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Thank you very much for your interest in the above vacancy. The post offers the opportunity to make a real difference to the lives and aspirations of the students in our care.

Our priorities as a school are to continue the laser sharp focus on raising attainment and improving progress whilst providing a caring and aspirational environment for our students where they are given a range of opportunities to experience and excel in. We are an inclusive, truly comprehensive school committed to achieving the best outcomes for all our students. We want them to achieve more than they themselves thought possible.

We have won a number of Awards for our work, especially the exceptional progress our students make from their starting points; our students attend Russell Group Universities; represent England and Great Britain in a range of Sports; and contribute positively to the school and wider community. The successes we have had and the excellent reputation we have in the City has been as a result of the relentless hard work of the entire staff body.

In this post we are seeking someone who is keen to develop professionally and who is prepared to work in a collaborative way with colleagues. Individual contribution to teamwork and a positive 'can do' outlook is essential.

Our selection criteria for the post are clearly outlined in the documents on the school website for applicants. If you do truly want to make a difference to the lives and aspirations of our students and if you aspire to work in a supportive, professional environment with a learning and reflective culture, we would be very pleased to receive an application from you.

Yours sincerely

Ms P J Kilbey
 Headteacher
 CEO for Peterborough Keys Academies Trust



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JOB DESCRIPTION

The Board of Trustees of Peterborough Keys Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Post: Examination Invigilator

Accountable to: Examinations Manager

Grade: £8.82 per hour

Date reviewed: January 2018

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Purpose of Job:-

To monitor and invigilate candidates during external testing, public examinations and pre-public entry examinations, in accordance with the Joint Council of Qualifications (JCQ), awarding body and Jack Hunt School instructions.

To play a key role in upholding the security and integrity of the examination/assessment process

Key Responsibilities:

As Examination Invigilator your duties will include:

- Arriving at least 30 minutes before the start of the examination session
- Following instructions and guidance from Lead or Head Invigilator
- Ensuring the exam room is set out according to the regulations. Supervising entry of candidates into the examination room and helping with seating, ensuring candidates are seated correctly.
- Ensuring information and warnings to candidates prior to examination starting are issued, as per regulations.
- Checking and distributing the correct examination scripts and materials to candidates as per seating plans provided.
- Completing attendance registers
- Supervising and observing candidates at all times and being vigilant throughout the exam
- Actively patrolling all parts of the examination room and dealing with any incidents that arise
- Recording and reporting any incidents or irregularities that occur
- Issuing extra materials / paper during the examination

- Dealing with candidate questions in accordance with the regulations
- Finishing examinations in accordance with the regulations
- Collection of examination scripts at the end of the examination.
- Supervising controlled exit of candidates from the room / building.
- Keeping confidential exam scripts and materials secure before, during and after exams
- Assisting in the return of scripts to the examinations office / examination board.
- Assisting the Learning Support Department with invigilation of our Access Arrangement students.
- Supervising clash candidates between exam sessions as required
- Attending training/update/review session as required
- Reporting any concerns regarding suspected malpractice or maladministration to the Lead Invigilator, Head Invigilator or Exams Manager
- Promoting and safeguarding the welfare of all children and young people with whom contact is made in a professional context (within or outside Jack Hunt School)

A thorough knowledge and understanding of the JCQ Instructions for Conducting Examinations is implicit at all times.

This job description will be reviewed periodically.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.



APPOINTMENT OF EXAMINATION INVIGILATORS

We require people to assist the Examination Office in the supervision and invigilation of External Examinations.

Hours are variable depending upon examination timetables, i.e. which examinations are on which days.

Successful applicants will work on a casual basis. Salary will be paid at £8.82 per hour.

If appointed to a post, it will be on the understanding that you are prepared to undergo an Enhanced DBS check and if necessary, a medical examination.

Person Specification

We are looking for the following skills, qualities and experience:-

Essential:

- A high regard for confidentiality.
- Initiative.
- Have the ability to fulfil all spoken aspects of the role with confidence through the medium of English.
- The ability to work well as part of a team and on an individual basis.
- Alert and vigilant at all times.
- A good organiser.
- A willingness to be trained and acquire new skills.
- Grade C or above in GCSE English and Mathematics (or equivalent).

Application Procedure

Please complete an online application which can be accessed via the following link www.jackhunt.net/careers.

Closing date for online applications is Monday 26 November 2018 at 9.00 am.

Applicants are asked to indicate in their application how they fulfil the above criteria.

Interviews will be held week commencing 3 December 2018.

Thank you in advance for your application. If you have had no response by Wednesday 5 December 2018 please assume that on this occasion your application has not been successful. **We are unable to reply to all candidates who apply for positions in the school to inform them that they have not been shortlisted.** However, I hope you will obtain a suitable appointment in the very near future.