SEVENOAKS SCHOOL

JOB DESCRIPTION



Appointment of an Exam Invigilator







The School

Founded in 1432, Sevenoaks enjoys a global reputation as a centre of academic excellence and a flagship school for the International Baccalaureate. A co-educational day and boarding school, it offers a stimulating, intellectually demanding and balanced education for pupils from the age of 11 to 18.

Inspiring facilities, together with expert, enthusiastic and imaginative teaching, provide rich opportunities for students participating in lessons, and a wide variety of sports and the performing arts.

The school's international make-up and outlook promote the principles of tolerance and open-mindedness. About 350 pupils board in the seven boarding houses, and students originate from some 40 countries worldwide.

Sevenoaks is one of the world's most successful IB schools, and is the top-performing fully co-educational IB school in the UK. In 2018 Sevenoaks was, for the second time in ten years, named The Sunday Times Independent Secondary School of the Year. Its students' achievements have been awarded the rare accolade of 'Exceptional' by the Independent Schools Inspectorate (ISI).

This excellence is achieved by bright, motivated students, inspired by highly qualified and dedicated teachers in well-resourced classrooms. The school has over 150 teaching staff, well supported by a large team of professional administrative and technical staff. A strong pastoral team of specialist tutors, boarding house staff and year heads give care and guidance, promoting student welfare and happiness. The mutual respect shared by students and staff generates a harmonious and purposeful atmosphere.

The school is situated in the Kent market town of Sevenoaks and has a prime position at the top of the high street. The 100-acre site, which includes a number of listed buildings, is beautifully landscaped and adjoins the medieval deer park of Knole. London is only a 30-minute train ride away. Gatwick airport is only 30 minutes by car, and there are good transport links to other London airports and the Channel Tunnel.

The school has first-class resources and facilities, including a superb sports centre, The Sennocke Centre, and a state-of-the-art performing arts centre, The Space, which provides four outstanding venues for music and drama. A new world-class Science & Technology Centre and a Global Studies Centre for Sixth Form study opened in 2018. An additional boarding house for boys, a beautifully designed building on the western side of the campus in a landscaped area, will be completed in summer 2019.

The school's strategic plan Horizon 2020 (http://inspire.sevenoaksschool.org/our-priorities/)



is reaching fulfilment, and the school is now working on its successor Horizon 2032 (which will mark the 600th anniversary of the school). This next stage in the ambitious development of the school will seek to strengthen the school's position at the forefront of education in a rapidly changing world, focussing on how to make a broad, deep and sustainable impact on the local, global and digital community.

The school has significant and growing connections with schools in the state sector, both at primary and secondary level. These, and other community service activities, are part of the educational ethos and curriculum of the school, for pupils, teachers and non-teaching staff. The school hosts a large number of activities for visiting local schoolchildren, and provides training and networking events for teachers. There are numerous sporting, musical, drama and other activities, aimed at pupils, parents and members of the public. Out of term time, in addition to continuing with some of the outreach and community activities, the school also offers additional day and residential programmes to its own and other pupils and may also hire out its facilities from time to time to other organisations. In particular the sports and performing arts centres are used to generate commercial revenue in addition to being major educational facilities for the school. All of these activities in addition to the lively day to day academic life of the school ensure that excellent use is made of the assets and facilities.

Further information about the school can be found at: www.sevenoaksschool.org

Reporting to

This Exam Invigilator will report to the Academic Administration Manager.

Purpose of the Role

The role of an Exam Invigilator is to:

- ensure a calm environment to give the candidates the best possible opportunity to be successful in their exams.
- ensure the proper conduct of the exam in accordance with the guidelines of each exam board and Sevenoaks School policies and procedures.
- be vigilant in each exam so as to respond to requests e.g. for additional paper, toilet breaks etc., whilst not disrupting the other candidates. (N.B. remember students must be escorted during toilet breaks and times noted for IB exams.)
- deal with any suspected malpractice within the exam. If any malpractice is suspected, the invigilator should refer the matter to the Lead Invigilator who should in turn refer the matter immediately to a senior member of the exams team. (N.B. unless a student has committed a clear breach of exam regulations (i.e. ringing mobile



phone), then they should not be removed from the exam hall until a member of the exams department arrives.)

Main Responsibilities

These include, but are not limited to:

- ensuring that candidates enter and leave exams quietly so as not disturb others.
- helping organise students at the start and end of each exam.
- ensuring that all incidents/disturbances during the exam are dealt with immediately, recorded in the incident log and reported to the exams' team.
- ensuring that any breaches of the exam guidelines are dealt with immediately, recorded in the incident log and reported to the exams' team.
- making sure that each exam room is adequately set up and has the relevant stationery available for the exam.
- ensuring that exam front cover documents have been completed correctly by candidates.
- remaining vigilant at all times and routinely patrolling the exam room to minimise the risk of exam malpractice.
- attending training and update sessions relevant to their role.
- preparing and clearing the examination room and completion of any relevant paperwork. (This can take up to an hour before the start of the examination or after the completion of the examination.)

Responsibilities of a Lead Invigilator

One person will be nominated as the Lead Invigilator for each session. It is their duty (as it is for all invigilators) to ensure the proper conduct of the exam in accordance with the guidelines of each exam board and Sevenoaks School policies and procedures.

Additional duties of the Lead Invigilator include:

- advising and supporting the other Invigilators.
- being aware of evacuation procedures and ensuring the Invigilators on duty are also aware of these.
- informing the exams office if any Invigilators who should be on duty are not present.
- informing the exams office if any exam candidate is absent.
- allowing candidates into the exam room in



enough time to ensure a prompt start.

- reporting any breach of security to the exams office (who will inform the Head of Centre responsible for completing a report for the examining body).

Inspections

It should be noted that public examinations are subject to scrutiny by the Examination Boards. Inspections are never announced and Inspectors can walk in at any time. Inspectors carry out a rigorous and thorough analysis of all procedures and so it is imperative that the school abides by all exam regulations at all times.

Person Specification

The successful candidate will be:

- calm, reliable, flexible and thorough.
- able to work on their own or in a group.
- able to calmly deal with the unexpected.
- good communicators with a positive outlook.
- confident in dealing with students at times of stress.

Hours of Work/Working Pattern

Most examinations take place on a Monday to Friday but some are occasionally are held on a Saturday or a Bank Holiday.

Exams tend to take place during February, May, June, October and November, with May and June being particularly busy.

Invigilators should therefore expect to make themselves available for the majority of May and June (excluding the half-term dates).

Morning invigilation slots usually start at 08:00 and afternoon slots can continue until 18:00.

There is an invigilator training session which is usually held in late April of each year. Attendance at this is compulsory.

Pension

Membership of the school's defined contribution pension scheme is available (includes life assurance). Those staff who choose not to join the GPP but meet the eligibility criteria for Auto-enrolment, will be automatically enrolled into the School's Auto-enrolment pension scheme. More information is available from the Human Resources Team.

Holidays

Holiday entitlement is 33 days paid holiday per annum (pro-rata for part-time staff) including public holidays. Due to the nature of the Invigilator role, payment for holiday will be included in the salary.



Offer

The successful applicant will be offered the role subject to the satisfactory completion of a number of background checks including but not limited to; a successful enhanced DBS check, the taking up and verification of references, the verification of career history, and a medical examination by the applicant's G.P. We also reserve the right to contact any previous employers for a reference request on your behalf.

Health & Safety

Under the Health and Safety at Work Act 1974 and subsequent legislation, the School is obliged to provide you with a work place and working conditions which so far as is reasonably practicable, are safe and without risk to health. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others.

Child Protection

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their concerns to the Deputy Head (Pastoral).

The successful applicant will be required to successfully complete the enhanced Disclosure Certificate System operated by the Disclosure and Barring Service (DBS) before taking up the appointment.

Application

If you wish to be considered for this role, please complete the online support staff application form at http://www.sevenoaksschool.org/support-vacancies/. The form must be completed in full and submitted electronically. CV's can also be submitted but cannot replace any information on the application form which should be submitted in full.

Please contact the Human Resources Office at humanresources@sevenoaksschool.org or telephone 01732 467740 if you have any questions about an application.

Please note that it is envisaged that interviews will take place during week commencing **Monday 2 December**.