



IPSWICH SCHOOL

APPOINTMENT OF EXAMINATIONS INVIGILATORS

THE SCHOOL

Founded during the fourteenth century, Ipswich School is one of the foremost independent schools in East Anglia. We have more than 1,100 pupils aged between 3 months and 19 years and are co-educational throughout. The most recent Inspection of the Senior School rated us as *Excellent* in all categories, a judgement of which we are very proud. The School operates a 5-day week, with representative sports played during the week and on Saturdays.

THE EXAMINATIONS DEPARTMENT AND INVIGILATORS

The Department is based in the Senior School, and it is run by the Examinations Manager, and overseen by the Deputy Head (Academic). The School uses a pool of Invigilators who are available during examination sessions and is seeking to expand the pool. We are particularly looking for those who are able to invigilate public and internal examinations, as well as assist with special arrangements in place to meet some pupils' needs, for example, use of computers and acting as a reader.

RESPONSIBLE TO

Invigilators are accountable to the Chief Invigilator, the Examinations Manager and the Deputy Head (Academic).

PRINCIPAL RESPONSIBILITIES

- To commit to being available to work during the main examination periods (January, February and May-June each year). Also some days in September to November for assessments, internal re-sits and University Admissions Tests.
- To supervise internal and external examinations on an allocated basis, as arranged by the Chief Invigilator.
- To ensure examinations are administered correctly, in accordance with Joint Council for Qualifications (JCQ) Regulations and school internal practices, including:
 - security and safety
 - resources
 - accommodation
 - documentation
 - timing

- access arrangements
- emergencies
- To be alert and organised at all times while supervising examinations and report any problems to the Chief Invigilator or Examinations Manager.

This list is not exhaustive and duties may be changed or added to as determined from time to time.

PERSON SPECIFICATION

Invigilators are expected to be:

- Freely available to work during exam periods
- Reliable and punctual
- Comfortable under pressure
- Responsible
- Accurate
- Confident communicators
- Firm but fair.

Familiarity with the use of computers would be an advantage but is not essential.

HOURS OF WORK, PAY AND BENEFITS

Invigilators should be able to work both morning and afternoon sessions, some of which extend beyond the end of the School day (for example, where a pupil is allowed extra time).

The main periods of work for Invigilators include (but are not limited to):

- the first two weeks of the Lent term in January each year, for GCSE Mock Examinations
- the first week after the February half term holiday each year, for A-Level Mocks
- some Speaking and Art exams that take place in April each year and
- the main written examination period in the summer, which runs from the end of April/early May each year, to the end of June.
- some days in September to November for MidYIS and Alis assessments, internal re-sits, UK Maths Challenges and University Admissions Tests.
- **Important note: invigilators are required to be fully available for work during the weeks beginning 20 May 2024 and 3 June 2024, which are particularly busy weeks in the School's external examination schedule.**
- Invigilators work on a casual, variable, part-time basis and the rate of pay is currently £10.60 per hour, plus holiday pay in accordance with the Working Time Regulations. Salaries are reviewed annually, usually in April.
- Holiday pay is calculated and paid at appropriate intervals throughout the year (currently every 4 months, in April, August and December each year).
- Earnings are paid monthly in arrears by BACS on the last working day of each month.

- The School complies with the law relating to Workplace Pensions, and after three months' service support staff are entitled to join the School's Support Staff Pension Scheme.
- Free lunch is provided as appropriate on the days when an invigilator is at work. This is usually taken in the School dining hall during term time whilst the kitchen is in operation.
- (Limited) free parking is available on the School site (and in the streets around the School).
- Staff are able to use the School's swimming pool and fitness gym (in compliance with appropriate rules and regulations).

CLOSING DATE AND INTERVIEW ARRANGEMENTS

Please advise us of any special requirements you may have if you are called for an interview. If your special requirements mean that you need to submit this application in a different format please contact us.

Completed application forms should be returned **by Tuesday 3 October 2023** to:

Miss A North, Examinations Manager, Ipswich School, 25 Henley Road, Ipswich, Suffolk IPI 3SG or email hr@ipswich.school.

Candidates shortlisted for interview will be advised as soon as possible after the closing date and **interviews are likely to be held on Thursday 12 October 2023.**

If we have not been in touch with you by 31 October then we regret that your application will have been unsuccessful, but we would like to thank you for your interest.

Please note candidates who are appointed to this position will be invited to attend an Invigilator meeting due to take place on Thursday 16 November 2023 from 9.00am – 12.00pm, which is an opportunity for the whole team to get together. Successful applicants will also be asked to attend one training morning (date to be agreed for December 2023). Practical training will take place during the GCSE Mocks, from 4 January - 19 January 2024.

PLEASE NOTE

- Ipswich School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service. Having a criminal record will not necessarily be a bar to obtaining the position. The Ipswich School Policy on the recruitment of ex-offenders and the Code of Practice relating to the Disclosure and Barring Service are available on request.
- Ipswich School's employees are responsible for promoting and safeguarding the welfare of the children and young people they are responsible for, or come into contact with. The post holder must adhere to and ensure compliance with the School's Safeguarding Children Policy at all times. If, in the course of carrying out his/her duties the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School she/he must report any concerns to the School's Safeguarding

Children Co-ordinator (DSL) (the Senior Deputy Head [Pastoral] for Senior School pupils, the Prep Deputy Head for Prep pupils and the Nursery Manager for The Lodge Day Nursery).

- Ipswich School's employees are expected to attend training in safeguarding children as directed.
- Applicants are advised that in the interests of the health and safety of all its pupils and employees, Ipswich School operates a *No Smoking Policy*. Strict observance of this Policy is a condition of employment at the School as is compliance with the statutory restriction on smoking in public places.

September 2023