



St Philomena's

Catholic High School for Girls

EXAMINATION INVIGILATOR (AD-HOC WORKER)

PERSON SPECIFICATION:

The person specification shows the abilities and skills you will need to carry out the duties in the Job Description. Shortlisting is carried out on the basis of how well you meet the requirements of the person specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form. If you are selected for interview you may also be asked also to undertake practical tests to cover the skills and abilities shown below:

It would be desirable for all applicants to have the following experience, qualifications and knowledge. However training will be given to suitable candidates.

	Essential - These are qualities without which the Applicant could not be appointed	Desirable - These are extra qualities that can be used to choose between applicants who meet all of the essential specifications	Application: A Interview: I Reference: R
Knowledge and experience	<ul style="list-style-type: none"> Experience in an education environment (Training will be given in relation to this role) 		A I
Skills and attributes	<ul style="list-style-type: none"> Flexibility, reliability and punctuality. Ability to communicate effectively with students and staff. Ability to follow predetermined instructions and to follow the rules in accordance with the Examinations Board regulations. Ability to work as part of a team or alone, as necessary. Excellent communication skills – verbal and written. Attention to detail. Ability to maintain confidentiality when dealing with sensitive data. Ability to self-evaluate and seek opportunity for improvement. Ability to comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection. Ability to demonstrate a willingness 		A I A I A I A I R A I R A I A I A I A I

	<p>to attend appropriate training and development.</p> <ul style="list-style-type: none"> • Ability to understand and demonstrate commitment to work within and promote compliance with the Equality Act (2010) through the School's Equality Duty Information and Objectives Document. • Ability to comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection. 		<p>A I</p> <p>A I</p>
Special requirements	<ul style="list-style-type: none"> • Commitment to the school's Ethos, Aims and Values. • Commitment to maintaining confidentiality. • Ability to demonstrate a willingness to attend appropriate training and development. • Willingness to participate in in-house training for the role, as well as Child Protection / Safeguarding training. • To participate fully in the life of the school. • Commitment to the value of single sex secondary education. • Outstanding role model. • Commitment to safeguarding and promoting the welfare of children and young people. • Must satisfy relevant pre-employment checks. This post will involve contact with vulnerable groups (children, young people and/or adults) and is therefore exempt from the Rehabilitation of Offenders Act 1974 and subject to an Enhanced Disclosure and Barring Service (DBS) check. This exemption means that applicants for this post are required to declare all criminal convictions, cautions, reprimands and bind-overs both spent and unspent in their application, regardless of the passage of time. 		<p>A I</p>



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General Information for the Post of Examination Invigilator

St Philomena's School was first established in 1893, when the Daughters of the Cross purchased Carshalton House. In 1971 the school became a Catholic voluntary-aided girls' comprehensive, in April 1993 achieved grant-maintained status as St Philomena's Catholic High School for Girls, a seven form entry, 11-18 school, for girls of all abilities, and in 1997 was awarded Technology College Status. We have now returned to Voluntary Aided status with an eight form entry. Our distinctive school crest shows the Cross of the Daughters of the Cross on the left, the palm of martyrdom on the top right, and the Book of Learning on the lower right. St Philomena's is an extremely popular and highly successful school.

The school aims to provide a Catholic education for students of all abilities, which is broad and balanced and which promotes their spiritual, moral, cultural, intellectual, physical and social development. The curriculum, which includes all the subjects of the National curriculum, is designed to prepare students for the opportunities, responsibilities and experiences of adult life in a technological and rapidly changing world.

The school has an excellent record of success in public examinations; students are prepared for GCSE and BTEC examination in up to eleven subjects. After GCSE the vast majority of our students return to the Sixth Form to prepare for AS and A Levels, BTEC or a combination of these courses, to enable them to continue their studies in higher or further education or access directly a vocational route of their choice.

St Philomena's School enters candidates for external examinations at GCSE, BTEC and A Level. We currently enter candidates for approximately 80 different specifications. In the summer of 2017 this resulted in roughly 200 different examinations taking place over a period of seven weeks, involving some 4,000 separate written exam papers. During the school year 2016-17 we handed out, checked and posted approximately 5,000 exam papers.

The examinations take place in two sessions - morning, beginning at 8.30am, and afternoon, beginning at 1.30pm. (There are occasional variations to these times.)

For the Summer session, invigilators are required to be available from the beginning of May to the end of June. There may also be some additional exam sessions during the year.

Examination timetables are set by the Examination Boards and all external examinations are carried out according to the regulations agreed by boards, which require no unfair practice by any candidate. We aim for high standards of invigilation to comply exactly with these regulations, whilst trying to create a calm and ordered atmosphere in the examination rooms.

Before the invigilators' timetable is prepared, the Examination Officer will ask invigilators to indicate the periods/days/weeks when they will/will not be available to be called upon.

We look forward to working with our new invigilators as a welcome addition to our friendly, supportive and committed staff.