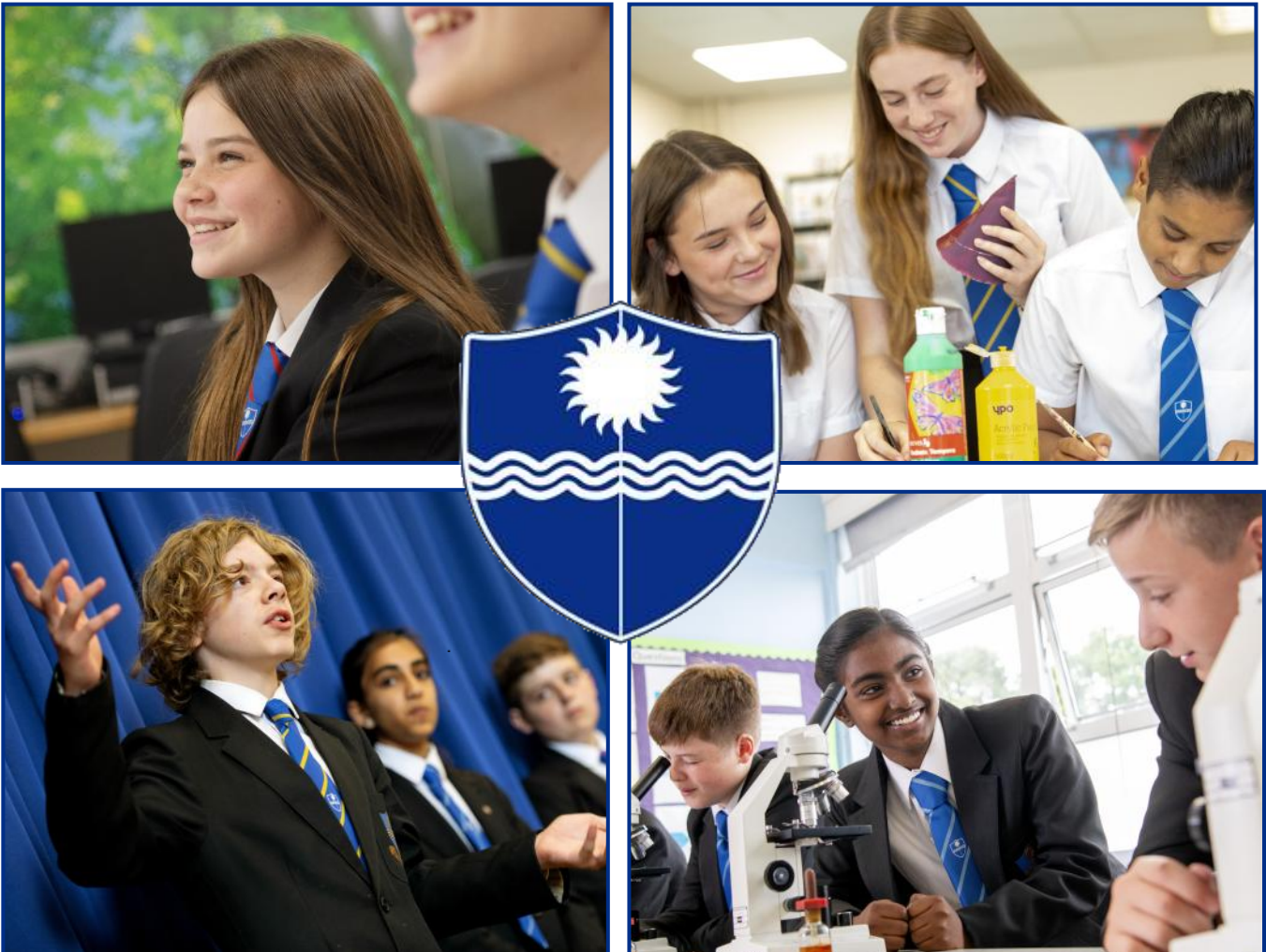


Welcome to Sunbury Manor School

Exam Invigilator Applicant Information Pack



Commitment | Community | Responsibility | Kindness | Respect



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Message from the Headteacher

Dear potential applicant,

Thank you for your interest in our school and I hope that you find all of the information that you need to continue with your application to join us. We are proud to be a true community comprehensive school. We are driven by the principle that every young person deserves a high-quality education and the opportunity to develop their individuality, opinions and identity in a safe and supportive environment.

We live by our school values of commitment, community, responsibility, kindness and respect, and these values are present in all we do each day. Staff are dedicated to ensuring that students receive excellent pastoral care and personal development through our life skills, citizenship and character education programmes.

Our broad and balanced curriculum ensures that students are equipped for the next stage of their education, while providing the opportunity to develop passion and interest in a wide variety of subjects, both inside and outside of the classroom.

We are ambitious for all our students and I am dedicated to ensuring that we enable every child to achieve their very best. While we face a number of challenges to this mission, I will endeavour to lead the staff and students of Sunbury Manor on this journey to academic success.

I am delighted that you are interested in applying for the post of Exam Invigilator. You would be joining the team at an exciting stage of its development as we continue to adapt our curriculum and practice in order to give our students the best learning experience.

I hope the information enclosed will encourage you to apply for the post. If you would like any further information, would like to talk about the post in more depth or wish to visit the school before applying, please contact Amanda Cole who will be happy to arrange this. acole@sunburymanor.surrey.sch.uk

Kind regards,



David Lee
Headteacher

Message from Head Students

Sunbury Manor School is a supportive environment that we believe has encouraged all of us to thrive on our own personal pathways. No matter your ambition you will always be pushed to succeed by both our teachers and students. Not only does Sunbury Manor acknowledge an individual's strengths, but recognises and supports when you need more help.

We feel that one of the greatest aspects about Sunbury Manor School is its unique opportunities that it offers all of its students, covering all areas of interest. One of our amazing sporting opportunities that our school offers is the chance to become a Ball Boy or Ball Girl at the Wimbledon Tennis Championships in Year 9 and 10. Other extra-curricular sporting activities that students are encouraged to participate in consist of football, rugby, netball, badminton, cricket, rounders and many more. These can result in outstanding trips to venues like The Oval for cricket, Twickenham Rugby Stadium and the Copper Box. As well as this, our school provides us with the chance to become Sports Captains and Leaders to gain leadership skills. If sport is not your thing, Sunbury Manor provides multiple amazing opportunities such as Youth Speaks, subject trips, an annual drama production, college trips and the chance to apply to become a prefect, senior prefect, House Captain or Head student.

The school's House System encourages a friendly competitive nature around the school, which promotes involvement in a variety of House challenges and competitions. The Student Council provides a strong student voice, which contributes greatly to decision making within the school. These work together to push the school's five core values; commitment, community, kindness, responsibility and respect. Overall, Sunbury Manor School is a safe and inclusive environment, which guides all students to thrive and develop as people throughout their five years.





About Sunbury Manor

COMMITMENT

COMMUNITY

RESPONSIBILITY

KINDNESS

RESPECT

We aim to be an exceptional school at the heart of the community. We create opportunities for our students to thrive, lead and succeed. We expect excellence from all of our students through ambition, aspiration and dedication.

A warm welcome to Sunbury Manor School, a proudly comprehensive, mixed 11-16 Single Academy Trust school with approximately 1000 students on roll, with capacity to grow. We are located on the edge of Surrey and Southwest London. We were graded Good by Ofsted in October 2019. Sunbury Manor is a happy, successful and highly inclusive school.

Students in Key Stage 3 study a full curriculum for three years. Option subjects for Key Stage 4 continue to remain broad and balanced. The fundamental role of our school is to provide a high-quality learning experience and all teachers strive to deliver well planned, challenging and engaging lessons. We are committed to maintaining a strong and cohesive teaching staff of qualified subject specialists in all areas of the curriculum. This allows us to provide a high-quality experience in the classroom for all learners. We believe our students deserve the very best when it comes to their learning, which is why we aim to provide quality training and continued professional development for all our staff. This is essential to ensure that all staff are up to date with their subject knowledge and awareness of an ever-changing educational landscape. We are clear in our mind that students learn best when they can develop a trusting relationship with their teachers and support staff; people they know who have their best interests at heart and can guide them to make improvements by monitoring their progress over time. We believe that homework is an essential tool for helping students to develop their skills and become independent learners; something that is clearly essential when it comes to preparing young people for the wider world of further education and work.

Extra-curricular and leadership opportunities are wide and varied enabling our students to experience different challenges and activities including; debating competitions, board game clubs, Duke of Edinburgh, Wimbledon ball girl/boy trials, home cooking club, trips to Barcelona, WW1 battlefields and many more.

Please take a moment to read our prospectus and newsletter, we hope it gives you a sense of the wonderful opportunities we offer. We also welcome visitors to our school if you would like to take a tour.



Exam Invigilator

Salary: £12.82ph (inclusive) | Casual during term time |

Start date: TBC

Required ASAP and at various times throughout the academic year.

We are expanding our current team of invigilators to assist the school with external and internal examinations.

We are looking for enthusiastic people who can demonstrate common sense, accuracy, attention to detail and are willing to provide the best exam experience possible for students. You must be punctual, have a flexible attitude to work and possess excellent communication skills in both written and spoken English with legible handwriting as you will on occasion work as Readers and Scribes for the students. Our Invigilators are responsible for ensuring that exams are run according to JCQ regulations and that all students are supervised and their individual needs catered for during each exam.

You should:

- Be an excellent role-model for young people
- Be able to work effectively both on your own and within a team
- Have excellent attention to detail
- Ideally have a formal qualification in English and Maths (we will need proof of qualifications)
- Be able to offer a medium to long term commitment and flexibility in working hours and be available during the exams period which are the final week in November, the beginning of December, two weeks in March and throughout May, June & July

Invigilators work on a casual basis and are asked for their availability prior to each examination period. There will be times throughout the academic year when there are no exams and no requirement for invigilators. Equally there will be very busy times during statutory examination periods.

This would be an ideal job for someone looking for part-time occasional work or for someone who is retired or semi-retired.

No experience is necessary as full training will be provided for successful candidates, but applicants need to be reliable, punctual, highly flexible, calm under pressure and confident in dealing with teenagers. Checkable references and full DBS clearance will be required as is the requirement to show your original qualification certificates.

Shortlisted applicants will be contacted as and when applications are received. Successful applicants must attend a training session prior to commencing work. **Please see online advertisement for details of key dates.**

Exam Invigilator/Reader/Scribe

Frequently asked questions

Will I be a permanent member of staff? No, you will be employed on a casual contract so are under no obligation to work a minimum/maximum number of hours. However, you will be expected to be available at main exam periods, i.e. during December and May/June.

When do most of the exams take place? The majority of exams take place from the beginning of May through to the end of June/sometimes early July. There are also 2-3 weeks of Year 11 mock exams in the first two weeks of December. There are occasional exams at other times throughout the year.

How do you work out the exam invigilation rota? As each exam series approaches, our Exams Manager sends an Availability sheet to each invigilator via email. Invigilators tick the exams for which they are available and return it. The Exams Manager then draws up a rota and distributes it via email. However, you may be contacted by phone at short notice if invigilation requirements change due to entry changes or invigilator illness.

How many invigilators are needed for each exam? According to exam regulations, there must at least one invigilator for every 30 students in the room for most types of exams. The requirement varies for each exam depending on the number of students entered, how many different rooms are being used and how many of those students require readers/scribes.

Will I know in advance whether I am invigilating, reading or scribing? Not usually, as changes often have to be made at the last minute. You must be flexible and prepared to carry out any of these roles.

What time of day do the exams start? Usually you will be expected to start work at 8.10am for morning exams and 1.10pm for afternoon exams. If you are invigilating a mid-morning internal exam, you would need to start at 10.40am. The actual exams start at 8.45am, 11.10am and 1.45pm.

How do I get paid? After each exam, you will fill in a time sheet stating how many hours you have worked. This will be countersigned by the Exams Manager and forwarded to Payroll Dept. Claims received by the end of the month will be paid directly into your bank account on the last working day of the following month.

What training will I receive? As soon as you start you will attend initial training which lasts approx. 3 hours. The training covers exam invigilation, reading and scribing. You will then be required to attend an annual training session in the Autumn term at which you will be updated on any changes to exam regulations. You will be paid for attending training sessions.

How many other invigilators are on the team? Currently we have a team of 22 invigilators which we wish to considerably expand following the current recruitment drive.

What is the dress code? Invigilators are expected to dress in business dress (this means shirt and tie for men). Shoes must be comfortable and quiet.

Job Description

Exam Invigilator / Reader/Scribe

Main purpose

Invigilators: To oversee and supervise examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions.

Readers: To read text to students with low reading ability during examinations if and when requested by the student as per JCQ regulations.

Scribes: To handwrite examination scripts as dictated by specific students as per JCQ regulations.

Responsibilities of an Examination Invigilator

- To assist in the correct setting up of examination rooms
- To ensure no inappropriate items are brought into the examination hall, such as MP3 players, revision notes or other paperwork unless told otherwise
- To collect any personal items, particularly mobile phones, on entry to the Examination Room, and ensure safe return to the appropriate candidate at the end of the exam
- To record attendance on the official examination registers
- To ensure that all candidates are aware of the pre-exam start information and of any erratum notice that may affect them
- To ensure all candidates receive correct examination question papers and appropriate answer papers
- To be aware of any needs that candidates may have during an examination and respond quickly and quietly
- To ensure candidates obey the exam regulations as laid out in the appropriate examination guideline booklet
- To maintain security and confidentiality
- To escort candidates on toilet breaks, ensuring that exam regulations are adhered to
- To ensure there is no talking or disruption for the candidates once an examination has begun
- To ensure that invigilators **DO NOT** help candidates in any way with the question paper
- To ensure that all candidates have completed the front of their answer books fully
- To inform the Exams Manager immediately of any latecomers
- To ensure answer scripts are collected in candidate number order and are supervised as required until they are delivered to the Exams Office
- To assist with the packing of scripts at the end of each examination
- To ensure that all personal information learnt about individual students is kept confidential
- To act as a reader or scribe when required according to JCQ regulations.

To assist in other activities as may reasonably be requested by the School from time to time, including, but not limited to, reading words or phrases to students who are eligible for a reader

Person Specification

Exam Invigilator / Reader/Scribe

Criteria	Qualities
Qualifications and training	<ul style="list-style-type: none"> • A minimum of GCSE (or equivalent) in English and Mathematics – Grade C or above • Proficient and confident use of IT
Experience	<ul style="list-style-type: none"> • Direct work with secondary aged children AND their families • Safeguarding young people
Skills and knowledge	<ul style="list-style-type: none"> • Ability to plan and prioritise a range of regular and irregular tasks within specific deadlines • Ability to build and form good relationships with colleagues • Ability to work constructively as part of a team, understanding school roles and responsibilities • Excellent verbal and written communication skills in English appropriate to the need to communicate effectively with a range of audiences • Good standard of numeracy and literacy skills • Ability to use ICT software packages, equipment and other resources effectively • Ability to absorb and understand a wide range of information • Experience of working in a school or similar establishment with secondary aged children • Knowledge of policies, procedures, codes of practice, and awareness of relevant legislation • An understanding of examination process
Personal qualities	<ul style="list-style-type: none"> • Act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school • Commitment to the school's ethos, aims and its whole community • Commitment to equality • Able to follow direction from line manager • Demonstrates initiative and ability to work when under pressure and prioritise effectively and can work independently when required • Able to work flexibly and respond to unplanned situations • Able to appropriately deal with confidential information and maintain confidentiality at all times • Ability to maintain appropriate professional boundaries • Excellent team work • Adaptable, flexible, creative • Enthusiastic and motivated • Problem solver • Awareness and understanding of data protection & confidentiality • Efficient and meticulous in organisation • Recognition of the importance of personal responsibility for health and safety • Punctual • Reliable • Neat handwriting