

Candidate Information
Pack

Exam Invigilator

Radnor House Sevenoaks

2023



Radnor House
— SEVENOAKS —
celebrating every individual



Radnor House Sevenoaks Information

Radnor House Sevenoaks is a fast growing independent co-educational day school educating up to 650 pupils aged 2-18. Located on a beautiful and historic site close to the town of Sevenoaks, Kent, the school was originally founded in 1924 as Combe Bank School before joining the Radnor House Group in 2015, becoming fully co-educational from Nursery to Sixth Form. The school is a member of Round Square, IAPS and ISA.

Structure

Radnor House Sevenoaks is divided into two sections: Prep School (2-11) and Senior School (11-18) although the emphasis is on providing a 2--18 continuum as pupils progress through each stage of their education.

Co-Curricular

Learning at Radnor House Sevenoaks is not restricted to the classroom and pupils benefit from an extensive range of co-curricular activities designed to engage, broaden and test students both mentally and physically.

Curriculum enrichment activities at Radnor House Sevenoaks include coding, sport, debating, film studies, photography, and Performing Arts and pupils additionally often participate in external events such as Young Enterprise, The Duke of Edinburgh Award, Maths Challenge and Young Engineers.

Vision and Values

The vision is for Radnor House Sevenoaks to become a school which truly celebrates active and responsible young people equipped to thrive in the world of tomorrow.

Fostering intellectual curiosity in every individual is at the heart of teaching and learning at Radnor House Sevenoaks. The school offers academic excellence and tailor-made, individual support in the classroom, in the sports arena and throughout an extensive co-curricular programme.

This personal approach to the needs of each student is central to Radnor and at the heart of all strategic

planning and decision making. Radnor House Sevenoaks challenges the idea of limits in all areas of student development and its pastoral care is second to none. The result of this provision is confident, articulate and caring pupils who will be perfectly placed for high levels of achievement whatever their chosen path.

This vision is underpinned by four values:

- **Excellence:** To expect the very best of ourselves in everything we put our hand to. Excellence is a habit.
- **Respect:** To treat others as we would expect to be treated ourselves.
- **Courage:** To always do the right thing, not the easy thing. To be proud of one's decisions.
- **Perseverance:** To pursue the difficult meaningful goal with rigour and passion.

The values of Radnor House Sevenoaks permeate every aspect of school life. They are celebrated in assemblies and delivered in lessons and the wider curriculum. These values will serve as the guiding principles for young people after they leave school.

In addition, the values underpin the strategic human resource function and colleagues are encouraged to live the values throughout their working career in the form of an extensive professional development



Senior School Information



Celebrating every individual

Radnor House Sevenoaks' ultimate purpose is to provide an 'active learning environment' for all, not only our pupils but also for staff through their worthwhile and satisfying employment in a vibrant and growing community. We are all dedicated to supporting our pupils in achieving their full potential.

Our staff community

As a staff member at Radnor House Sevenoaks, you are part of a community that works together to achieve the best for each of its pupils. There are 150 members of highly dedicated staff team in teaching and support roles.

Our benefits

- Competitive salary
- Free, high-quality lunches
- Pension scheme
- Free onsite parking
- Onsite gym
- Employee Assistant Programme
- Life Assurance



The Role - Exam Invigilator

Key role as Exam Invigilator:

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Radnor House Sevenoaks instructions
- To play a key role in upholding the integrity of the examination/assessment process
- Work within the framework provided by the school's policy statements to fulfil the general aims and objectives of Radnor House Sevenoaks

Exam Invigilator Responsibilities:

- To attend training, update or review sessions as required
- To undertake, where required and where able, other duties requested by the exams officer, for example supervision of clash candidates between exam sessions
- Facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
- Other exams-related administrative tasks



Job Description - Exam Invigilator

Other Responsibilities

Before exams

- To report to and be briefed by the exams officer prior to each exam session
- To keep confidential exam papers and materials secure before, during and after exams
- To ensure exam rooms are set out according to the instructions
- To admit candidates into exam rooms
- To identify, seat, and instruct candidates in the conduct of their exams
- To distribute the correct exam pap

During exams

- To supervise and observe candidates at all times and be vigilant throughout exams
- To keep disruption in exam rooms to a minimum
- To deal with emergencies or irregularities effectively
- To record/report any incidents, disruption or irregularities
- To complete attendance registers
- To deal with candidate questions according to the regulations

After exams

- To instruct candidates in finishing their exams and to collect exam scripts
- To dismiss candidates from the exam room
- To check candidates' names on scripts match the details on the attendance register
- To securely return all exam scripts and exam materials to the exams officer

Other considerations

- At all times work within the framework provided by the School's Policy statements to fulfil the aims and objectives of Radnor House Sevenoaks and in particular regarding safeguarding of children
- Co-operate with Radnor House Sevenoaks in all matters concerning Health and Safety and specifically to take reasonable care of your own Health and Safety and that of others who may be affected by your acts or omissions at work
- To undertake other such duties that may from time to time be reasonably assigned by the Head, Senior Deputy, Deputy Head or Examinations Officer
- To carry out the role outlined in this job description to the highest level



The Person - Exam Invigilator

Experience is not required, as training will be provided, although applicants will be asked to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them.

The Exam Invigilator will have:

- Flexibility
- Effective communication skills and team working skills
- Be confident and a reassuring presence to candidates in exam rooms
- Experience of building successful relationships with parents, pupils and staff
- Clear understanding of the independent school sector, and its opportunities and challenges is desirable
- Ability to promote good working relationships across teams
- A strong moral compass and personal ethos fitting with that of the School
- High level of personal and professional integrity



Working with us

Celebrating Every Individual

Radnor House Sevenoaks' ultimate purpose is to prepare pupils for life. As life-long learners, our staff model the ambitions we have for our pupils and, consequently, enjoy worthwhile and satisfying employment in a vibrant and growing community. We are all dedicated to supporting our pupils in achieving their full potential.

Our Staff Community

As a staff member at Radnor House Sevenoaks, you are part of a community that works together to achieve the best for each of its pupils. There are 150 highly dedicated teaching and support staff. The culture of Radnor House Sevenoaks is founded on the following principles:

Our Vision

To develop active and responsible young people equipped to thrive in the world of tomorrow.

Our Values

Excellence — Respect — Courage — Perseverance

We aim to create a secure, happy and active learning environment of the highest quality which celebrates every individual. Teachers provide outstanding pastoral care alongside teaching of the highest standard and deliver a wide range of co-curricular opportunities.

Radnor House Sevenoaks also has a highly professional support staff creating and maintaining the structures and environment for teachers to help pupils achieve their best.

We actively support colleagues in seeking to improve their professional practice and work in partnership with parents to enhance opportunities for students. This includes helping them to develop an awareness of and contribution to both the local and broader community and wider field of education.

Providing an active learning environment is at the heart of Radnor House Sevenoaks. We want every colleague to fulfil their potential at work through ongoing development opportunities and by taking on new challenges to develop their career. Colleagues receive regular feedback on performance and are appraised each term against key performance indicators.

We also offer a wide range of benefits to staff including free breakfast, lunches and complimentary refreshments from our café throughout the day, on-site parking, private pension scheme, Life Assurance, 24/7 Employee Assistance Programme and use of the fitness suite.



How to Apply - Exam Invigilator



Candidates are encouraged to contact the school with additional questions prior to submitting an application.

Application forms can be found on our website at:
[Working at Radnor House Sevenoaks \(radnor-sevenoaks.org\)](http://Working at Radnor House Sevenoaks (radnor-sevenoaks.org))

If you wish to apply for the role please send a completed application form including details of two referees to HR at hr@radnor-sevenoaks.org

Start date for the role will be **ASAP**

We reserve the right to interview candidates and appoint before the closing date therefore early applications are recommended.

Radnor House Sevenoaks is totally committed to safeguarding the welfare of children and young people and expects the same from its employees. Applicants must be willing to undergo child protection screening appropriate to the post, including checks on past employers and the Disclosure and Barring Service (DBS)