



# Bishop David Brown

Our vision is to be an outstanding school, providing a stimulating educational environment enabling students to achieve their full potential

## Candidate Brief

Exams Invigilator



Unity Schools Trust  
*'Excellence through collaboration'*



**Dear Applicant**

**Exams Invigilator**

Thank you for showing an interest in the post of Exams Invigilator at Bishop David Brown School.

The supervision of examinations is a key role to support the Exams Manager to provide an environment that addresses all the regulatory requirements but also provides a conducive environment for students undertaking this important aspect of their education.

We have recently joined a Multi Academy Trust, the Unity Schools Trust, and this alliance will create exciting opportunities to develop all aspects of the school. It will provide additional support and wider strategic leadership to the Academy as it enters the next phase in its development.

My vision is that we do whatever it takes to ensure every student at Bishop David Brown reaches their full potential. No shortcuts, no excuses, just hard work in order to ensure this happens.

My aim is that we create a culture of excellence and become the school of choice in Woking. We will do this by being relentlessly positive, showing resilience and treating each other with respect.

If you feel you have what it takes to support our school on its journey then we want to hear from you.

The closing date for this post is **Friday 20 October 2017 at 12 noon**. However, we reserve the right to interview suitably qualified candidates on receipt of application. Please do not hesitate to contact Carol Ball on 01932 359118 or [cball@bdb.surrey.sch.uk](mailto:cball@bdb.surrey.sch.uk) if you wish to arrange a visit to the school prior to interview.

Yours faithfully

**James Rodgers**  
**Head of School**

*Bishop David Brown School is operated by the Unity Schools Trust which is a charitable company limited by guarantee and registered in England and Wales with company number 07692130. The Registered Office is at Thorpe Road Staines upon Thames TW18 3HJ*

## Background Information

Bishop David Brown is a small school where everybody knows each other well. Our average class sizes are below national expectations and this is valued by all.

One thing we are certain of is that students work to the best of their ability in a school where they are healthy, enjoy their education, stay safe and make positive contributions to the community. Visitors always comment on the caring, friendly atmosphere and the polite, happy students.

We want all our students to value their time with us, to develop lasting friendships, have positive experiences and develop the confidence to exceed expectations in whatever they do. We continually strive to support our students in gaining skills, qualifications and achievements in preparation for their life after school.

To provide this positive environment we strive to employ excellent staff who want to give, and gain, from the enriched learning environment. They work well together to make this school a successful and happy community.

The purpose of this role is to work with the Exams Manager to supervise the delivery of formal and informal examinations at the school. The successful candidates would, in collaboration with other staff, undertake a range of duties including supervision of whole year groups, small groups or individuals during their examinations. You may be required to scribe for some students.

The successful candidate will work with the Exams Manager on a range of tasks including:

- Setting up the exams hall
- Ensure students are seated according to the seating plan
- Observe students during the exam
- Collate all papers following the exam for return to the exams office

Full training will be provided to ensure all staff feel confident to undertake the full range of duties.

Examinations take place at various times during the year and supervision will be required for morning, afternoon or all day sessions. As such, this will be a sessional post with no guaranteed number of hours. Different shift patterns will be available by agreement with the Exams Manager but particularly during the formal examinations period in May and June.

The salary will be paid on an hourly rate of approximately £9.22 per hour (gross).

**“The curriculum caters extremely well for different groups of students. It contributes very positively to students’ spiritual, moral, social and cultural development, and helps to ensure that they are well prepared for the next stage of their education and for future employment.”**

**Ofsted 2014**

---

## Location

Sheerwater is a residential neighbourhood on the outskirts of Woking, Surrey. It has excellent transport links being close to West Byfleet and Woking mainline stations with good bus links and quick access to the A3, M25 and M3 road networks.

## Staff Benefits

Alongside our continued focus on professional development we also offer a well-being and medical treatment package with benefits including:

- Physiotherapy
- Online Health Management System
- Relationship and Stress Counselling
- Medical Treatments for a range of conditions

Staff are also able to subscribe to a package that gives a range of flexible benefits that include childcare vouchers and staff discounts.

Bishop David Brown support staff are eligible for membership of the Local Government contributory pension scheme.

## A Commitment to Training and Professional Development

We are committed to recruit, develop and support excellent staff and provide a range of opportunities to enable staff to reach their full potential.

“Students make good progress from their different starting points. Their attainment is rising rapidly as a result of effective action taken by leaders to improve the quality of teaching, which is now consistently good.”

### Ofsted 2014

---

## Interview Process

### Shortlisting

Only those candidates meeting the right criteria will be taken forward from application.

### Interview

Those shortlisted will take part in a process that will include an interview and a practical task.

Candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

### Reference Checking

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information.

## Job Description

Job Title: **Exams Invigilator**

Reporting to: Exams Manager

## Job Purpose

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.

The duties detailed in this job description provide a summary of the main areas of responsibility. Other duties may be required within the detailed hours of employment at the direction of the leadership team

## Key Responsibilities

- Assist in the setting up of examination rooms
- Ensure all candidates receive appropriate examination question and answer papers
- Be aware of any needs that candidates may have during an examination
- Ensure answer scripts are collected in correct order and are supervised as required until they are delivered to the Exams Manager
- Ensure candidates obey the regulations of an examination room as laid out in the examination guidelines.
- Maintain security and confidentiality
- Ensure no inappropriate items are brought into the examination room, such as mobile phones and other devices, revision notes or other paperwork unless told otherwise
- Ensure all candidates are aware of the pre-exam start information and of any erratum notices that may affect them
- Ensure there is no talking or disruption for the candidates once an examination has begun
- Ensure Invigilators do not assist a candidate in any way during the examination under any circumstances
- To undertake, or assist in, any other appropriate duties as may reasonably be requested by the school from time to time to assist with the efficient running of examinations
- To supervise whole year groups, small groups or individuals during examinations
- To act as a scribe to students as required

### Communication and working with Colleagues:

- Support and maintain collaborative, productive working relationships with all staff and professionals from outside agencies to support the effective running of the school
- To attend training and development sessions where contracts permit

**Personal Development:**

- Take responsibility for your own continuing professional development by using the school management system on a regular basis
- To be aware of school procedures and comply with school policies
- To follow the school Staff Sickness Procedure

**Skills:**

- Promote the school's aims positively
- Demonstrate good personal relationships within a team
- Demonstrate effective communication skills to a variety of audiences
- Create a happy and effective working environment
- Deal promptly and effectively with procedures

**Principal Accountabilities:**

- Provide appropriate support for the department for all stakeholders
- Engage in appropriate training to ensure the most effective techniques can be employed to support the school
- Show commitment to the students so that they feel safe and supported
- Ensure that the school's safeguarding processes and procedures are followed and regular training attended
- Adhere to the same high standards of dress as expected for students and dress smartly at all times (see staff handbook for more detailed information)

**Additional Duties**

- To take responsibility for your own professional development
- To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example
- To engage actively in the performance review process

*Review and Amendments:*

*The job description should be seen as enabling rather than restrictive and will be subject to regular review.*

*Please note that this school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

## PERSON SPECIFICATION

Application Form AF; Work-related task T; Interview I; Certificate C; References R

Skills	Essential	Desirable	How Assessed
Flexible approach to work	√		AF/T/I
Good oral and written communication skills	√		AF/T/I
Excellent interpersonal skills	√		AF/I/R
Good organisational and planning skills	√		AF/I/R
Ability to relate to students	√		AF/T
Additional language other than English		√	AF/T/I
Flexible approach to the needs of the school and ability to work under pressure	√		AF
Effective communication skills	√		AF/I
Experience of maintaining records, using IT systems and paper based methods		√	AF/I
Have the capacity to manage own workload	√		AF/I

Equal Opportunities	Essential	Desirable	How Assessed
Commitment to ensuring inclusion, addressing diversity and access	√		AF/I
Must be able to recognise discrimination in its many forms and willing to put equality policies into practice	√		AF/I

**“Students throughout the school benefit from many opportunities to take on responsibility, for example, as assistant librarians or sports leaders. This contributes very well to their moral and social development and helps them to develop skills which will serve them well in the future.”**

**Ofsted 2014**

Qualities	Essential	Desirable	How Assessed
Adaptable and flexible	√		AF/I
Reliable and relates well to adults and students	√		AF/I
Trustworthy	√		AF/R/I
The ability to manage time effectively and prioritise work	√		AF/I/R
Be a successful team player with a “can do” attitude	√		AF/I/R
Patience and sense of humour	√		AF/I/R
Reflective practitioner	√		AF/I
A commitment to inclusive education	√		AF/I/R
Ability to work under pressure and meet deadlines	√		AF/I/R
Able to work with discretion and confidentiality	√		AF/I/R
The ability to form and maintain appropriate relationships and personal boundaries with students	√		AF/I/R
A commitment to own personal and professional development	√		AF/I/R

Education & Qualifications	Essential	Desirable	How Assessed
Basic general education to GCSE (or similar) Grade C or above in Maths and English	√		AF/C
Further levels of qualification		√	AF/C
Relevant professional development over the last 2 years		√	AF/C



Experience	Essential	Desirable	How Assessed
Successful experience in a directly relevant role		√	AF/I
Experience of working in a school or similar environment		√	AF
Experience of working with young people		√	AF

### ***Special Requirements***

An enhanced Disclosure and Barring Service (DBS) check will be requested in the event of a successful applicant and references will be requested.