

Candidate brief for the position of: Exam Invigilator

Start date: ASAP

Bullers Wood School for Girls

Application Deadline: Wednesday 23rd April 2025

Suitable candidates will be interviewed before the closing date and Bullers Wood School reserves the right to withdraw the position if an early appointment is made.



Contents

<u>Letter from the Headteacher</u>	3
<u>Introduction to Bullers Wood</u>	4
<u>The Role</u>	5
<u>How to Apply</u>	7
<u>Appointment Process</u>	8

Dear Applicant

Thank you for expressing an interest in the post of Exam Invigilator at Bullers Wood School. The information in this pack will, we hope, give you a good flavour of the school, as well as the application procedure and I hope having read it, you will decide to apply.

This post is available in **May 2025**. This post offers an exciting opportunity to join an enthusiastic staff and very supportive department whose members are committed to making a real difference.

We are very proud that we consistently achieve very strong outcomes for all our students underpinned by a rigorous and dynamic curriculum offer. Our curriculum vision focuses on Academic, Character and Enrichment provision. We strive to offer a rich array of opportunities through which our young people can experience, learn and flourish. Our students exhibit outstanding attitudes to learning and behaviour and are a pleasure to teach. As a school we have the highest aspirations for all members of our community as we strive to be the very best we can be. We place both staff and student wellbeing at the very heart of our work and our collaborative professional culture underpins and drives everything we do.

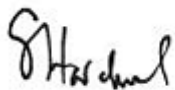
We are looking for a passionate individual to help us to ensure that in every way Bullers Wood remains a high performing, inclusive and welcoming school, and that every one of our students achieves and exceeds both their targets and expectations.

The successful candidate will join Bullers Wood at an exciting time following the creation of the Inicio Educational Trust comprising of four secondary schools including Bullers Wood School for Boys, Chislehurst School for Girls, Charles Darwin and a further eight primary schools. This will give additional opportunities for enhanced professional and career development for colleagues working within the Trust.

When completing the application form, please follow the instructions below and demonstrate clearly how you meet the person specification and job description. If you have any questions or wish to visit before applying, please do not hesitate to contact our Human Resources Manager, Caroline Sharp.

I very much look forward to receiving your application.

Yours sincerely



Simon Hardwick
Headteacher

An Introduction to Bullers Wood School for Girls

The School

Bullers Wood School for Girls is a highly successful comprehensive 11 – 19 girls' school with boys admitted to the sixth form. We are significantly oversubscribed, with admissions from over 50 primaries, and enjoy an excellent reputation in the community.

The number on roll is 1571, including 419 students in the mixed sixth form. We serve a very supportive community, and parents/carers have a choice of Bullers Wood School for Girls as a comprehensive school or selective education within Bromley and other LAs (Bexley, Kent). The proportion of students eligible for free school meals is below the national average. About a fifth of the total roll is from an ethnic minority background and some 20 languages are spoken. Very few students are learning English as an additional language. The behaviour of students is outstanding, with all keen to learn and succeed.

In 2024, 81% of students achieved 5+ GCSE's at 9-4 including English and Maths, and 40% of A level results were graded A* - B. In 2024 five of our Sixth Form students secured places at Oxbridge studying a range of subjects such as Geography, Linguistics, Classics, Theology and Natural Sciences

The staff at Bullers Wood School for Girls are friendly, hardworking and conscientious. We actively promote continuing professional development for all staff, in line with the needs of the individual and those of the School. We offer a full and comprehensive induction and ongoing support programme for all new staff. ECTs are allocated a dedicated mentor to support them through their ECT years.

The School is a founder member of the highly regarded Bromley Schools Centred Initial Teacher Training Collegiate which enables our staff to share their expertise and good practice with others. We also train teachers through the Graduate Teacher Programme.

Twenty-two acres of woodland and landscaped grounds surround Bullers Wood House, a mansion with interior design by William Morris and exterior by Ernest Newton – both leading Victorian designers. This makes it unique, creating a high-quality environment and atmosphere which students enjoy and remember.

Our Ethos

Our purpose is to develop well qualified, confident and appreciative individuals who show tolerance and co-operation and are ready to play positive roles in the international community.

The Post and Specifications

We are passionate about having the highest standards of teaching and learning at Bullers Wood. With this in mind we are seeking Exam Invigilators to support our internal and external exam schedules.

We are looking for someone to cover public and/or internal examinations during part of or for the whole school day on an 'as required' basis. Invigilators are required to start at 7.45am for morning examinations (may occasionally be earlier for mock examinations), and at 12.15pm for afternoon examinations. Lengths of examinations vary and are detailed on the examinations timetable.

Person Specification:

We are looking for an adaptable, energetic and enthusiastic team player. Other qualities that we are looking for in the successful applicant include:

Essential

- The ability to function as an effective member of a team.
- Excellent interpersonal and communication skills to work effectively with students and staff
- Presence and calm authority.
- The ability to relate to young people.
- A positive and flexible approach to work, punctual and reliable.
- The ability to work under pressure and on one's own initiative.
- Understanding of and willingness to uphold examination regulations and guidelines, the school's safeguarding policy and appropriate health and safety measures.
- Commitment and reliability.

In addition, the successful candidate must be willing to uphold the ethos and policies of the school, including the commitment to safeguarding and promoting the welfare of children and young people.

JOB DESCRIPTION

Position: Exam Invigilator

Reports to: Examinations Officer

Hours of duty: The hours of work and times and dates of your attendance will be determined by the Examinations Officer in accordance with the needs of the school. Whilst the main public examination period runs from April to end of June each year, (during which invigilators are required to have good availability), there are also some additional sessions during the year, e.g. November, December, January, March) – invigilators will need to attend at least one of these sessions. In addition to invigilating public and internal examinations, all invigilators must attend an internal training session which includes safeguarding, and a feedback session. You should also be available to invigilate at least one of our sixth form mock exams in December/January.

Main responsibility:

To provide support to the Examinations Office in the sittings of public and internal examinations in accordance with the rules and regulations of the examination's boards and/or school procedures, and ensure the appropriate conduct of the students during their examinations. JCQ Regulations and school guidelines are updated annually.

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the post holder.

The hourly rate for this post is currently £13.68 per hour (This includes £1.47 holiday pay). Pay will be for actual service i.e. hours worked, payable after submission of a claim form. No salary will be paid for any occasion when the school is closed or if you are unable to attend for any reason having previously notified the school that you would be attending.

How to Apply

- i. Read carefully all the information about this post
- ii. If you have any questions, please do not hesitate to telephone or email **Caroline Sharp, Human Resources**, on csharp@iniciotrust.org. Please also contact her if you wish to have a conversation with the Headteacher, Simon Hardwick before applying.
- iii. Complete the application form as fully as possible. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet. Please note that your application form will be photocopied for the Selection Panel, therefore clarity is essential. *It is important that you do not leave any gaps in your career history – any gaps in employment should be fully explained please.*
- iv. In section 8 Letter of Application, please tell us
 - Why you are applying for this post
 - How your experience, skills, training and/or qualifications equip you for the role.
 - Include details of an initiative you have recently led, explaining the contribution/impact it had on your organisation.

Send your completed application form by email (if downloaded from our website) or through the post to:

Mrs Caroline Sharp
Human Resources
Bullers Wood School
St Nicolas Lane, Logs Hill, Chislehurst, Kent BR7 5LJ
csharp@iniciotrust.org

Please send your completed application asap.

Appointment Process

- i. Suitable applications will be shortlisted for interview as quickly as possible.
- ii. If you are successful, you will receive either a phone call and/or email inviting you to attend for interview.

If you require any assistance in attending for interview, please let us know the nature of that assistance in good time so that we may make appropriate arrangements.

Pre-employment Checks

Inicio Educational Trust is committed to safeguarding and promoting the welfare of children and young people, and an appointment will be subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered “spent”.

The successful applicant will also be required to:

- Provide details of two referees who know you in a professional capacity, if at a school, one of which must be your current Headteacher. It is our usual policy to take up references BEFORE interviews where possible. Employment is conditional on these references being deemed satisfactory.
- Provide proof of all relevant qualifications.
- Provide proof of eligibility to work in the UK
- Complete a Medical Declaration and receive fitness to work.

Policy on Equal Opportunities

The School is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position. The School is opposed to any form of discrimination against any individual or group and welcomes the fact that our School includes a diversity of individuals from many races and cultures. Behaviour which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion, will not be tolerated.



Bullers Wood School for Girls and Sixth Form

St Nicolas Lane
Logs Hill
Chislehurst
Kent
BR7 5LJ

Tel: 020 2467 2280
Website: www.bwsgirls.org