



Blue Coat

Church of England School
& Music College



Inspire Education Trust

Together we achieve, individually we grow

Job Title Examination Invigilators

Employment: Casual

Working Hours: Various

Actual Salary: £11.00 per hour

Required: As soon as possible

Location: Blue Coat School. Terry Road, Coventry

Reporting to: Exams Manager

Candidates will be invited to interview as and when applications are received. We reserve the right to close the advertisement early and therefore, candidates are encouraged to submit their application without delay.

About the role

We are seeking to appoint additional invigilators to join our examination team. This role is to oversee and supervise examinations as necessary throughout the school year and as such, our Invigilators are employed on a casual basis, with hours and days of work subject to the timings of each examination. Invigilation covers a range of different examinations and settings in the form of Written, Spoken, Art, Textiles and Technology.

Examinations run in the months of:

- November/December
- January
- May and June

We are looking for someone who:

- Will relate positively to all learners
- Is extremely reliable, enthusiastic and flexible
- Has good verbal communication skills.
- Can demonstrate a commitment to teamwork

Experience of working (paid or unpaid) with children of appropriate age range would be desirable. The successful candidates will ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions and be comfortable addressing large groups of students.

All staff are expected to know what to do if they have concerns about a child, take on the responsibility for providing a safe environment and promoting children's welfare, undertake regular safeguarding and



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child protection training and, familiarise themselves with KCSIE part 1 and local policies and procedures as directed by the trust/academy.

About us

Blue Coat Church of England School & Music College is a successful and oversubscribed large secondary school in the heart of the city of Coventry with a vision 'Living life in all its fullness'. As a Church of England school, our intake draws from both the local area and across the city and surrounding areas. We are a member of Inspire Education Trust, a Coventry based multi-academy trust which sets out to provide an environment where both staff and students can thrive, and putting children at the heart of everything we do.

Why work for us?

A career at Inspire Education Trust offers a rewarding future, with the opportunity to make a real impact on the lives and outcomes of our young people. We work hard to provide an environment which places staff wellbeing at the forefront of the agenda, as well as providing ample opportunities for personal and professional development.

As such, we offer a portfolio of benefits designed to enhance and support the working lives of our staff. These include, but are not limited to:

- A highly supportive and committed senior leadership team
- Employee Assistance Programme which offers 24/7 confidential advice and support on a range of matters and free access to accredited counsellors
- A focus on staff wellbeing including a network of wellbeing champions and a supportive working environment
- Opportunity to join a committed and forward-thinking team of staff
- Employee Benefits platform providing staff access to a range of benefits such as shopping discounts

How to apply:

All applications must be received electronically via our TES page:

<https://www.tes.com/jobs/employer/blue-coat-school-and-music-college-1000375>

If you experience any problems with the online application process please contact TES directly:

recruitment@tes.com

If you have any queries about the post, please email recruitment@bluecoatschool.com

Closing date: 9am 25th September 2023



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Interview date: Monday 2nd October 2023

We are committed to safeguarding and promoting the welfare of children and appointments will be subject to rigorous safeguarding checks including enhanced DBS and references. The postholder must share our commitment to safeguarding and promoting the welfare of children. Candidates who have been successfully shortlisted will be asked to complete a self-declaration to confirm any (non-protected) criminal disclosures or information that would make them unsuitable to work with children.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Which means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Further information about filtering offences can be found in the DBS filtering guide.

We aim to recruit the very best staff and welcome those from all backgrounds, communities and faiths (including non-faith individuals). Inspire Education Trust is clear about its responsibilities in embracing diversity and ensuring we recruit people of a high calibre based on their skills, abilities, and experience. As such, we welcome applications from a diverse range of candidates.

The role of Invigilator will be classed as regulated activity. Any offer of employment will be conditional until satisfactory completion of all mandatory pre-employment checks. It is an offence to apply for this role if barred from engaging in regulating activity relevant to children.

Following recommendations from Keeping Children Safe in Education (KCSIE) for an additional pre-employment check, with the effect of 1st September 2022, please note an online search may form part of this recruitment process.