

**Candidate Information Pack
Appointment of Examination Invigilator(s)
Casual, Part-Time, Term Time
Start Date: April 2020
(Training Days = Tuesday 03 March 2020)**

Closing Date for Applications – 20 January 2020 at 1pm



Front View of Main School Building

**Sir William Perkins's School
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New Sixth Form Centre opened Summer 2016



Working at Sir William Perkins's School

Sir William Perkins's School is a high-performing independent girls' school for approximately 600 students aged 11 – 18 years. The Head is both a member of HMC and GSA. It was founded in 1725 and is now on an attractive 12 acre site situated on the outskirts of Chertsey, a two minute walk from the railway station and very near to the junction of the M3 and M25.

The School has excellent facilities, having benefited from an extensive building and refurbishment programme including a sixth form centre and purpose built boat club which opened in summer 2016. Entrance to the School is by competitive examination and the School values its excellent academic reputation. The students are highly motivated and eager to learn. Significant emphasis is also placed on the broad and balanced curriculum, the wide-ranging co-curricular activities and the caring and supportive environment.

The ISI completed a Focused Compliance and Educational Quality Inspection in October 2019, the School was recorded as Excellent in all areas and all eight parts of the standard were met. Our report in the Good Schools Guide 2016 describes our "Excellent Results achieved with a big dollop of humour, humanity and freedom of thought".

The October 2019 Inspection report said of the School community: "The quality of the pupils' academic and personal development is excellent. The pupils have high levels of attainment which are reflected in their performance in public examinations". They also commented that, "Pupils demonstrate strong self-knowledge, self-esteem, self-confidence, self-discipline and resilience, so that they are well prepared for the next stage of their lives".

The staff are thoroughly professional, highly qualified and knowledgeable, enthusiastic and passionate about their own subjects, as well as understanding the importance of the breadth of the educational experience that we provide.

The school is characterised by a warm and welcoming atmosphere and mutually supportive approach. Expectations of staff are high but equally, personal workloads are carefully considered by the Senior Leadership Team. There are plenty of opportunities for further appropriate professional development and a generous inset budget. All staff are equally valued for their part in the overall success of the school and there is a strong sense of fun and humour.

The governors are keen to ensure that staff remuneration is competitive and are continually reviewing the package to ensure that SWPS can attract and retain outstanding teachers.

Further information about the School and our most recent inspection report can be accessed at www.swps.org.uk

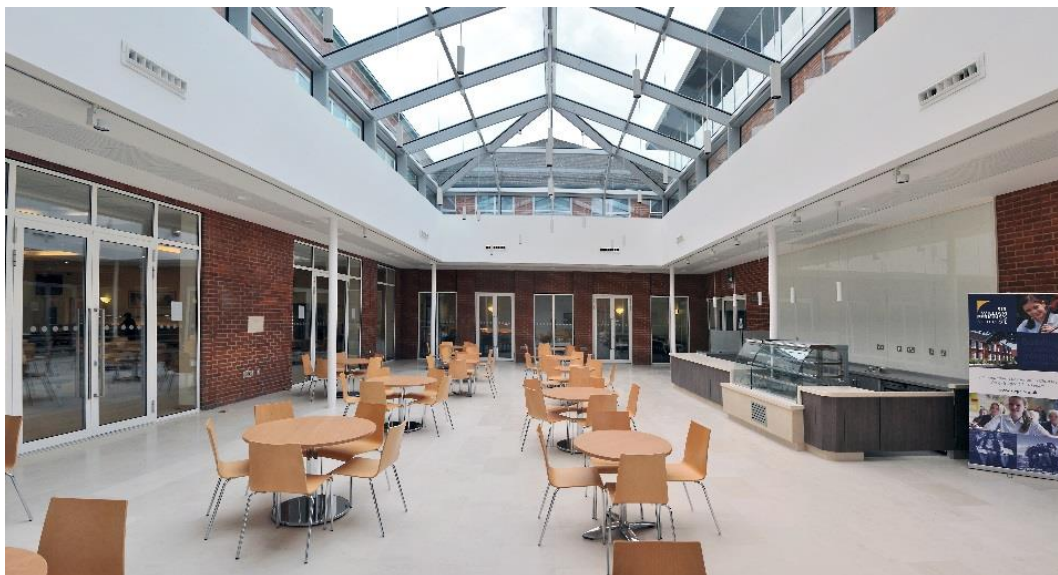
Vision

Sir William Perkins's School builds confidence, integrity and excellence in a caring, innovative and happy community so that each student leaves having been given the best possible chance of achieving their full potential, taking with them sound values, a breadth of skills and knowledge, and ready to take on the world!

Academic success is our priority but education should be about far more than just top grades. We believe in educating the whole person and equipping our students to make their mark on the world. We encourage them to get involved in the many co-curricular activities on offer, to take every opportunity to develop their interests and creativity, their interpersonal, teamwork and leadership skills, to be forward-thinking, and to reach into the wider community.

Values

- Inspire excellence in academic standards
- Give the student the confidence to enjoy learning, the resilience to learn from mistakes and to cultivate good habits of work
- Help each student:
 - develop fully as an individual with integrity
 - refine creative and practical skills
 - gain the qualifications they need to embark on, and succeed in, their chosen career
 - think independently
 - be a confident, responsible and unselfish member of the community.



Atrium opened Summer 2016

The Position

We are recruiting new invigilators for the 2019/20 Academic Year to complement our current team of dedicated invigilators. We are looking for dedicated and responsible individuals who can be relied upon to be punctual, professional and promote a supportive atmosphere for students so that they can achieve their best. Being able to work in a team is essential and applicants should be computer literate. You may also be required to act as a reader or scribe for students with special educational needs.

We expect those joining the invigilation team to be flexible about their availability to support the busy examinations periods. The school provides training on an annual basis and a handbook for information. In addition we offer our invigilators the opportunity to support off site trips and internal events.

Sir William Perkins's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

Hours of Work

Hours will be variable depending on examination requirements but in general we would request an invigilator to be available on a morning and/or afternoon session which is typically 8am – 1pm and/or 1pm – 5pm. The post will work term time only with the January and April trial exams and May/June public exam sessions being the busiest. We would expect those joining the invigilation team to be flexible about their availability during these times. There are two mandatory training meetings in March and October which must be attended in line with the Schools Safeguarding policy.

Hourly Rate & Pension

The School has its own salary scale, so applicants are asked to give details of their current salary and/or hourly rate in their application form. The successful candidate has the option to join the School's personal pension scheme based on Schools pension guidelines or make alternative pension arrangements if they wish to opt out.

Examinations Invigilator(s) - Person Specification

Qualifications and Experience

- Good general level of education: GCSE or equivalent passes in Mathematics and English.

Knowledge, skills and abilities

- Ability to demonstrate organisational and administrative aptitude and work to predetermined instructions.
- Ability to apply established procedures to given situations quickly and with confidence.
- Ability to work as part of a team and independently depending on the examination requirement.
- Ability to be firm but fair at all times.

Personal

- Able to communicate confidently, easily and effectively with both young people and adults. Previous experience working with young people would be desirable but not essential
- Flexible, patient with calm disposition.
- Able to deal with confidential information in a sensitive way.
- Kind and with a good sense of humour.

Examination Invigilator(s) - Job Description

To be vigilant and supervise the operation of external and internal examinations ensuring the conduct of examinations as required by the Examination Boards and the School. This role interfaces with the Examinations Team, candidates, teaching and support staff and the SLT.

An Invigilator's responsibilities are to:

- Supervise candidates' entry into the examination venue in an appropriate manner.
- Ensure that candidates are seated according to the set seating arrangements.
- Ensure that candidates are aware of examination regulations and that they do not have any unauthorised materials.
- Ensure that each candidate has a question and answer paper.
- Observe each candidate in the examination venue at all times.
- Actively supervise the conduct and behaviour of all individuals in the examination venue and ensure professional conduct is observed at all times.
- Respond to candidates' queries in accordance with examination regulations e.g. supplying paper, pens, tissues, etc.
- Record start and finishing times of examinations on the boards provided.
- Ensure the School's Examination policy is adhered to.
- Accompany candidates who may need to leave the examination venue temporarily.
- Collect scripts in attendance register order.
- Ensure examination conditions are maintained until candidates are dismissed from the venue.
- Ensure that all 'clash' candidates remain fully supervised between exams.
- Assist in listening exams for modern languages and music.
- Supervise candidates who are completing an examination alone or completing an examination with a scribe or reader.
- Chaperone candidates taking language oral exams with an external examiner.
- Be alert to the health and safety of the working environment and advise the Examinations Team of any health and safety concerns.
- Undertake any other reasonable duties as may be deemed necessary by the Examinations Team.
- Be committed to the safeguarding of children and young people.
- Demonstrate a sound working knowledge of the JCQ ICE booklet, regarding examination rules and protocols.

Salary and Benefits

Sir William Perkins's School is a friendly, exciting and supportive place to work and we hope that you will want to join us. The school offers an attractive range of benefits as outlined below:

- Competitive Salary which recognises the qualifications, skills and experience of the candidate. The School has its own salary scale.
- Teachers' Pension Scheme for teaching staff and membership of group personal pension scheme (with life assurance) for non-teaching staff.
- 174 Teaching Days plus 4 INSET days per year.
- Defined process to apply for teaching salary thresholds.
- Initial teaching training and NQT induction programme both include reduced timetable and weekly mentor support
- Free lunches, tea and coffee
- Free car parking on site
- Enhanced sickness and family friendly policies
- Free use of School Gym at specified times
- Strong tradition of on-going financial investment and development
- Opportunities to travel the world through domestic and international trips and tours.
- Library facilities open to all
- Offers scholarships and bursaries as a registered charity from our own school fund
- Staff Social Committee
- Warm welcome and an excellent staff room



New Staff Room and Kitchen Autumn 2017



Refurbished Staff Workroom Autumn 2017

Recruitment and Selection Process

Application

Your cover letter and application should be addressed to the Head, Mr C C Muller and are made by applying through the School's website at <https://swps.careers.eteach.com/>

If you have any questions then please contact Mrs H Wood, HR Manager on 01932 574955 or at recruitment@swps.org.uk

Applications will be considered on arrival and the School reserves the right to interview and appoint before the closing date.

Closing Date for Applications is Monday 20 January 2020 at 1pm

Location

Full Details are available at <http://www.swps.org.uk/Location>

By Road

The school is conveniently situated on the A320 between Staines and Woking, with easy road access and Junction 11 of the M25 is within a few minutes' drive of the school.

By Rail

Chertsey Train Station is a two minute walk away from the school.



Sir William Perkins's School Boat Club opened Spring 2016