



# EXAM INVIGILATOR RECRUITMENT PACK

**BELONG**  
**BARKING**  
**ASPIRE**  
**ABBEY**  
**SUCCEED**  
**SCHOOL**

GIVE  
AND  
EXPECT  
THE  
BEST





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# Headteacher's Welcome

Welcome to Barking Abbey school and thank you for expressing an interest in applying for the position of Exam Invigilator.

For me there are three simple things that I want us to achieve at Barking Abbey school.

First, our motto 'Give and Expect the best' leads us to want to be the best in everything we do. We have some of the best results in the area, we have pupils at the best universities, we have the most pupils on apprenticeships in the entire country, we have basketball players in the best leagues and so much more. We have all of this because we push our pupils and each other to excel every day. All of us try to be our best everyday.

Second, I firmly believe that if you can't see it you can't be it. We want to give our pupils the chance to see successful people of every religion, colour and background whilst they are at school. Whatever their dreams we want to support them and provide the networks and contacts to help them to achieve.

Finally, we want our pupils to have a voice in the world. To be confident enough to express their views and also to have the knowledge to be able to make an effective contribution. The more you know the more powerful you can be in the world.

Sir Tim Brighouse said "If a teacher makes the weather the school creates the climate." and I firmly believe this. It is our role as a leadership team to create the best possible learning environment for our teachers to teach in. In return we expect the best possible teaching from them and our results show this over time. We have created systems and structures that support high quality learning while minimising workload and maximising impact.

Barking Abbey is a heavily over-subscribed split site secondary school in the London Borough of Barking and Dagenham, and has a well-deserved reputation for its friendly and supportive atmosphere and its excellent academic achievements.

If you share our ethos and values and absolutely believe in the potential of all young people then we can offer you the chance to make a difference and change our community for the better, and look forward to receiving your application form and welcoming you to our school.



Tony Roe  
Headteacher

# The Recruitment Process

We are proud of our school, the staff and students and in normal times we would warmly welcome prospective applicants to visit us prior to application to learn more about the role and view the School in action.

With the current restrictions in place this is not possible during the school day. However, we are able to accommodate a visit from 3pm after the school has closed. Visits will include a tour of both sites, commencing at Sandringham Road. The dates are given below.

All interested applicants must complete the online Teachers application form on the TES website.

The interview process will be organised to provide a range of assessment tasks and opportunities for candidates to find out more about the school and demonstrate their ability to fulfil the role.

Depending on the restrictions in place at the time, the process will either be on one site or through Microsoft Teams.

## Key Dates

**Closing Date for Applications** Friday 17th December 2021

**Interviews week commencing** Thursday 25th November 2021 and Friday 14th January 2022

Please note all dates are subject to change.

## Key Contacts

Debbie Silvestri: [silvestrid@barkingabbeysschool.co.uk](mailto:silvestrid@barkingabbeysschool.co.uk)



# Advertisement

## Exam Invigilator

### Zero Hours, casual as and when required

**Start Date: December 2021 – February 2022**

**Salary Scale: 3 (£12.37 per hour)**

Barking Abbey has the necessity to increase the number of available Examination Invigilators to its existing pool for the forthcoming Examinations.

Casual positions – As and when required on an hourly basis to support the school during exam periods to provide general supervision to students.

Must have the ability to be flexible with working times and dates.

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Interested applicants should download the core staff application form, found on-line at:  
**[www.barkingabbeyschool.co.uk](http://www.barkingabbeyschool.co.uk)**

**Completed applications should be sent to Human Resources at: [jobs@barkingabbeyschool.co.uk](mailto:jobs@barkingabbeyschool.co.uk)**

**Only fully completed application forms will be accepted, CV applications will not be considered.**

Barking Abbey is a heavily over-subscribed dual campus secondary school in the London Borough of Barking and Dagenham, and has a well-deserved reputation for its friendly and supportive atmosphere and its excellent academic achievements.

The school is located less than 10 minutes walk from Upney tube station and Barking mainline station (25 minutes from Liverpool Street).

Please go to this link to find out more information about what it is like to work at Barking Abbey:  
**[www.barkingabbeyschool.co.uk/join-us/staff-vacancies/](http://www.barkingabbeyschool.co.uk/join-us/staff-vacancies/)**

Barking Abbey serves a diverse community and as such we positively welcome applications from all sections of the community. If you are interested in making a difference in young people's lives whatever your background or History please apply.

Barking Abbey is committed to safeguarding and promoting the welfare of children and is an Equal Opportunities Employer. This post is exempt from the Rehabilitation of Offenders Act 1974 and a comprehensive screening process, including Disclosure check, will be undertaken on all successful applicants.



# Job Description

<b>Job Title</b>	EXAM INVIGILATOR
<b>Grade</b>	Scale 3, SP 17 £12.37 per hour
<b>Location</b>	Barking Abbey School
<b>Line Manager</b>	Laura Bradford

## General requirements

- Experience of invigilation is not required as training in the role and duties of an invigilator will be provided
- Invigilators are required to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them
- Invigilators are required to confirm their availability in advance of main exam periods
- Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times

## An ideal candidate will:

- be reliable, flexible and readily available during main exam periods
- have effective communication skills and good interpersonal skills
- work well as part of a team
- be confident and a reassuring presence to candidates in exam rooms
- be able to give instructions and manage situations involving different groups of people
- have basic IT skills (familiar with use of email, mobile phone messaging etc.)

## Main duties

1. To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Barking Abbey School regulations and instructions
2. To have a key role in upholding the integrity and security of the examination/assessment process

## Before exams

- Report to and be briefed by the exams officer prior to each exam session
- Keep confidential exam question papers and materials secure before, during and after exams
- Ensure exam rooms are set up according to the requirements
- Admit candidates into exam rooms under formal exam conditions
- Identify candidates and seat candidates according to the required arrangements
- Distribute the correct question papers and exam materials to candidates
- Instruct candidates in the conduct of their exams
- Deal with candidate questions
- Start exams

## During exams

- Supervise and observe candidates at all times and be vigilant throughout exams
- Keep disruption in exam rooms to a minimum
- Deal with emergencies or irregularities effectively
- Record/report any incidents, disruption or irregularities
- Complete attendance registers

- Deal with candidate questions according to the regulations

### After exams

- Instruct candidates in finishing their exams and collect exam scripts and exam materials
- Dismiss candidates from the exam room
- Check candidates' names on scripts, match the details on the attendance register
- Securely return all exam scripts and exam materials to the exams officer

### Other tasks

- Undertake training, update and review sessions as required
- (prior to invigilating any exam in a new academic year) Undertake relevant online invigilator training and assessment for that academic year
- Undertake, where required and where able, other duties requested by the exams officer, for example:
  - *centre supervision of exam timetable 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 including maintaining question paper security by supporting the 'second pair of eyes check'*

This job description will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.





# Person Specification

	Criteria	Essential	Desirable	Assessment Method		
				Application A		
				Interview I		
Knowledge & Skills	Criteria	Essential	Desirable	Task T		
				A	I	T
Qualifications						
Experience	Working in a school setting		√	√	√	
Attitude & Personal Qualities	The ability to deal with staff and pupils in a clear, pleasant and confident manner.	√			√	
	A reliable and responsible person who works well as part of a team.	√			√	
	Honesty and Integrity.	√			√	
	Understanding the need to use discretion and respect confidentiality.	√			√	
	Commitment to safeguarding and promoting the welfare of children and young people	√			√	
	Understanding of the requirements of data protection and disclosure of information.	√			√	
	Ability to demonstrate an awareness of equality and diversity and to promote these through working practices.	√			√	
	The ability to be honest, trustworthy and calm in a variety of situations.	√			√	
	A common-sense attitude	√			√	
	The ability to be flexible with working times and dates.	√		√		

## Our Ethos and Values

# **B**RAVERY **E**XCELLENCE **S**ELF-DISCIPLINE **T**EAM-BA

The Barking Abbey way is to give and expect the **BEST**.

We asked pupils to select three words that describe Barking Abbey to them. The most popular responses became the core values of our school.

**BELONG**  
**BARKING**

**ASPIRE**  
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**SCHOOL**

Our vision is to provide a happy, caring and stimulating environment where all students will recognise and be given opportunities to maximise their potential – academically, spiritually and socially - and ensure that they are well equipped to meet the challenges of education, work and life.

Barking Abbey aspires to:

- Develop confident, articulate, assertive young people.
- Foster well-rounded, empowered, resilient, independent young people.
- Nurture young people who will go out and change the world for the better.
- Enhance opportunities through creating an inspirational learning environment where all students aspire to achieve their potential - ensuring that no student is left behind.
- Raise aspirations – giving students the necessary tools to explore and be who they want to be.
- Encourage individuals to be adaptable, aspirational and unafraid to question and evaluate.
- Engender a sense of belonging, and of pride in the school, themselves and their wider community.



