



Recruitment Pack Exam Invigilators



ENJOYING TODAY, PREPARING FOR TOMORROW

 www.oiam.org/freeschool/

Vacancy Details

One In A Million Free School – Bradford
Enjoying today, preparing for tomorrow!

Casual Exam Invigilator

**Are you looking for your next challenge?
If so, we have the perfect opportunity for you.**

Who are we?

- We are part of the One In A Million family. One In A Million was established in 2006 as a charity that wanted to make a difference in the lives of young people in Bradford through sport, the arts and enterprise. Our name reflects our values: every child is valued and unique.
- OIAMFS opened in September 2013 with just 60 year 7 students, we are now full and oversubscribed every year. We are based next to the iconic home of Bradford City Football Club, Valley Parade.

What we offer:

- An exciting opportunity to join our corporate team.
- A busy and varied role.
- A warm and friendly working environment.
- Previous experience of invigilation is not required as training in the role and duties of an invigilator will be provided.

What you offer:

- We are looking for someone who is reliable, flexible and readily available during main exam periods.
- Has effective communication skills and good interpersonal skills.
- As a small school we sometimes have to take on a variety of roles so being a team player is essential.
- Share our values of Compassion, Honesty, Integrity and Excellence.

Vacancy Details

Hours: By negotiation and agreement during our exam periods. Each shift will be a minimum of 2 hours.

Salary: The salary for this post will be paid at point 6 of the NJC pay spine for Support Staff- £11.39 per hour.

Contract: Casual

Start date: As soon as possible.

Further information/How to apply:

To apply or for more information about One In A Million, then please click on the link below:

www.tes.com

We are committed to safeguarding and promoting the welfare of children. The post is subject to an enhanced DBS check and satisfactory references. We are committed to Equal Opportunities.

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.

Hub and Spoke

The ethos and vision of the One In A Million Free School are based upon our extensive experiences of delivering successful community based programmes in sport, the arts and enterprise.

The “Hub and Spoke” Model links the One In A Million Free School (hub) with our existing range of community activities (spokes).

Our “Wheel of Hope” vision places our Free School at the heart of all that the charity does to ensure that our innovative education projects reach as many young people as possible in and out of school throughout the Bradford community.



JOB DESCRIPTION

| | |
|------------------------|--|
| JOB TITLE: | Casual Exam Invigilator |
| JOB LOCATION: | One In A Million Free School, Bradford |
| REPORTS TO: | Data Manager |
| BUDGET RESPONSIBILITY: | None |

ONE IN A MILLION FREE SCHOOL VISION & VALUES

Our overall aim is to make a difference to young people by engendering respect, self-regard, motivation and engagement. The ethos of our school will be rooted in the name of our charity, where every young person is recognised and valued as 'one in a million'.

Our mission is to enhance the life chances of all students at One In A Million Free School through a tailored programme of vocational learning across sport, the arts and enterprise.

Our vision is that each student will utilise their skills, talents and educational achievements across sport, the arts and enterprise to better themselves and their communities.

Our values: We are driven by our 4 core values, Compassion, Honesty, Integrity and Excellence

JOB DESCRIPTION

Main duties

1. To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and One In A Million Free 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

JOB DESCRIPTION

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'.

GENERAL RESPONSIBILITIES:

In addition to the specific responsibilities detailed above, the following general responsibilities apply:-

- Comply with all Free School policies and procedures ensuring commitment to the mission and values.
- Assist in the development of excellent working relationships throughout the school.
- Foster good relationships with external organisations that provide goods and services.
- Take responsibility for Health and Safety of yourself and that of others.
- Commit to ensuring your own personal development.
- Comply with all contractual, legal and reasonable requirements of any venue being used by the school for its activities.
- Pro-actively promote and uphold One In A Million Free School acting as an Ambassador.
- Behave in a professional manner (both in and out of school) ensuring that One In A Million is not brought into disrepute.
- Carry out any other reasonable duties associated with the post.

SAFEGUARDING:

- In common with all employees this role includes responsibility for promoting and ensuring the safeguarding and welfare of children and young persons with whom you come into contact with.
- Adherence to the School's Child Protection Policy Statement is required at all times.
- If you become aware of any actual or potential risks to the safety or welfare of students or other children in the school this must be reported to OIAMFS's Designated Safeguarding Lead or Deputy Lead.

Person Specification

SKILLS & EXPERIENCE

| Aspect | Assessed by | Essential / Desirable |
|---|-------------------------|-----------------------|
| Ability to work in a manner that requires complete confidentiality and professionalism. | Interview & Application | E |
| Have basic IT skills (familiar with use of email, excel and word) | Interview & Application | E |
| Be able to give instructions and manage situations involving different groups of people | Interview & Application | E |

ATTITUDES

| Aspect | Assessed by | Essential / Desirable |
|--|-------------------------|-----------------------|
| A good understanding of and commitment to the mission and vision of One In A Million | Interview & Application | E |
| Able to demonstrate how the values of One In A Million have been expressed in your life | Interview & Application | E |
| Demonstrate compassion in dealing with colleagues, students and others | Interview & Application | E |
| Work honestly and speak the truth with kindness | Interview & Application | E |
| Show how integrity is central to your life and why it is crucial | Interview & Application | E |
| Demonstrate excellence in all facets of work | Interview & Application | E |
| A clear understanding of vision and values, specifically as they relate to One In A Million, ensuring the Free School remains true to its aims, vision and mission | Interview & Application | E |
| Treats everyone with respect and dignity and shows commitment to Equality and Diversity and its effective implementation | Interview & Application | E |
| Committed to Continuing Professional Development both personally and for colleagues | Interview & Application | E |

KNOWLEDGE & QUALIFICATIONS

| Aspect | Assessed by | Essential / Desirable |
|---|-------------------------|------------------------------|
| Good standard of numeracy and literacy | Application | E |
| Min of 5 GCSE's or equivalent including Maths and English (Grade C and above) | Interview & Application | E |

Student Voice

"It's a very accepting school. They accept students no matter where they have come from. The Teachers are very understanding. They treat you very nice. I enjoy being at One In A Million because they have lots of activities".

Vinny

"It's an awesome school because every Teacher take cares of you in every way and they have good people here".

Rahat

"I prefer One In A Million because there are good teachers and good people in this society. I've learnt many things from Year 7 until now in Year 9. If I didn't come to One In A Million, I don't think that I would've had a clue about what I want to do when I get older. I want to become a teacher or a football player".

Hamad

"It's a caring school with caring Teachers and they have friendly people".

Fawzihah

"The lessons are fun. The school is small so you get to know everyone. The school has good equipment and staff. Even if the lessons are a bad subject, the Teachers know how to make it enjoyable".

Nathan

"It's a very good school. They look after people. They have good people in the school and school is very nice".

Amaan

STAFF PULSE



Staff Pulse



I started at One In A Million Free School in September 2015 on a two-year Business Admin Apprenticeship, then became the Attendance Manager and Data & Exams Officer and now I am a Head of Year. One In A Million has given me the opportunity to develop my career into a role which I find rewarding everyday. Working in a school full of dedicated staff and students who are constantly striving for excellence is something that I am proud to be a part of!

Liam Brennan,
Head of Year

Coming to work everyday is easier when you work with the loveliest colleagues.

Sophia Kadir,
Learning Support Assistant

Being a small school, this gives it a real sense of community and you get to know both the staff and students really well. The staff are a real strength, they really believe in the well-being and development of all students. They are caring, helpful and supportive, and always go above and beyond.

Nick White, PE/Geography Teacher

I can't thank OIAM enough for their dedication and support in helping me through my career journey. From Volunteering one day a week, to becoming a Learning Support Assistant and now being a Pastoral Leader and Designated Safeguarding Lead, it's safe to say that OIAM have given me life changing opportunities and continue to believe in me and my ambitions.

Katy Woodcock,
Head of Year / Designated Safeguarding Lead

At One In A Million we are a family, we have a very supportive and understanding team.

Sharee Tingle,
Cover Supervisor/
Co-ordinator

I started at OIAM as a part time sports coach delivering PE for the school and alternative provision. I was then given the opportunity within the school PE department as a full time unqualified PE teacher. OIAM then supported me through my teacher training and within 3 years of my start at OIAM I was a fully qualified PE teacher. 8 years later I am now Head of PE and also oversee our whole school house system. Through the values and vision OIAM have supported me throughout.

Charlotte Stuart
Head of PE

READ ALL ABOUT IT!

There's so much **MORE** exciting news and information still to discover about us. To read further, simply go to the camera on your smart phone, hover over the QR code and follow the link it generates! If you are viewing from a computer visit oiam.org/freeschool.

SCAN ME

with your smart phone camera to view our latest **Ofsted Report**, which reads **GOOD!**



SCAN ME

with your smart phone camera to view our quarterly **Celebrate magazine**



SCAN ME

with your smart phone camera to read our **School Prospectus**



SCAN ME

with your smart phone camera to **view our NEW website** and read about all that we do!



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