



Saint Augustine's

CATHOLIC HIGH SCHOOL & SIXTH FORM CENTRE

EXECUTIVE PRINCIPAL: A F QUINN BA (HONS) NPQH **HEAD OF SCHOOL:** G T O'CONNOR BSc (HONS) PGCE
Saint Augustine's Catholic High School, Stonepits Lane, Hunt End, Redditch, B97 5LX 01527 550400 www.st-augustines.worcs.sch.uk

Our Lady of Lourdes Catholic Multi-Academy Company

National Teaching School
designated by



National College for
Teaching & Leadership

Ofsted
Outstanding



JOB VACANCY

Exam Invigilator

Saint Augustine's is committed to the safeguarding and welfare of young people

PERSON SPECIFICATION

E = Essential

D = Desirable

QUALIFICATIONS, SKILLS, QUALITIES AND ABILITIES	E	D
To be available throughout our external exam season, May, June and November each year.	•	
Good numeracy / literacy skills	•	
The ability to follow instructions	•	
The ability to relate well to children and adults	•	
Ability to maintain a high level of confidentiality	•	
Ability to work both individually and as part of a team	•	
To attend training courses and continue personal development in your relevant area	•	
Flexible and highly motivated	•	
Have a strong commitment to Safeguarding and the welfare of children	•	
To support the Catholic Ethos of the school		
Experience of working with young people in a learning environment		•
Experience of working as an Examinations Invigilator		•
To be willing to invigilate at off site venues		•



Deus Fortitudo Mea

JOB DESCRIPTION

Job Title:	Exam Invigilator
Responsible to:	Data Manager and Examinations Officer
Responsible for:	n/a
Job Purpose:	Under the supervision of the Data Manager and Examinations Officers to ensure the smooth running of the internal and external examinations
Salary:	SCP 1 - £10.30 - £10.53
Hours:	Variable hours throughout the academic year, to cover internal, mock and external examinations periods.

Main Duties and Responsibilities of the Exam Invigilator

- To be available to work during our external examinations periods throughout the year - this mainly includes May, June and November.
- To be available to work during our mock examinations periods throughout the year.
- To work in a variety of exam rooms as required. This could be the main exam hall or small room with individual student(s)
- To be available during internal examination periods at various time throughout the year.
- To work within clearly defined rules or procedures as set by JCQ and the school.
- To maintain the security of the examination at all times and report any possible breaches to the Exams Officer immediately.
- To assist in preparing examination rooms.
- To supervise and manage the behaviour of our students.
- To distribute and collect exam papers, as well as any stationery or relevant exam materials.
- To provide oral instructions to candidates at the start and end of the examination if necessary.
- To scribe for students during examinations and assessment periods.
- To support at all times the Catholic ethos of the school.
- To carry out other duties as may be determined from times to time within the general scope of the post. Duties and responsibilities outside of the post will only be required with the agreement of the post holder.

CONTACTS

Examinations staff, students, teachers, other school support staff.

This is not an exhaustive list of all responsibilities, duties and skills required for this position. While this is intended to be an accurate reflection of the current job, following consultation with you, responsibilities may be changed by the Principal to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Information for Candidates

How to Apply

All candidates should complete the schools CES application form, including a personal statement outlining how they meet the requirements for the role.

CVs cannot be accepted.

Information about the school

Further information about the school can be found on the school website www.st-augustines.worcs.sch.uk

Visits to the school

Potential applicants are welcome to visit the school, please call 01527 550400 and speak to Charley Evans to arrange a visit.

Application deadline

Closing date for applications is Monday 9th September 2019

Applications

Completed applications should be emailed to hr@saintsa.co.uk or posted for the attention of HR to Saint Augustine's Catholic High School, Stonepits Lane, Redditch, B97 5LX

Interview candidates will need to provide evidence of;

Right to work in the UK

Photograph ID (current passport or driving licence)

Successful candidates will need to;

Complete an Enhanced DBS check and obtain satisfactory clearance

Provide confirmation of qualifications (photo copies of original documents)

Provide ID to confirm address

