



Clitheroe Royal Grammar School

Founded in 1554

Examination Invigilators

**£11.79 per hour
Term Time Casual Contract**

Clitheroe Royal Grammar School is seeking to appoint Exam Invigilators who will be required throughout the year for internal and external examinations on a casual contract basis.

The role of an invigilator is to provide a calm environment in which candidates can perform to the best of their ability. Invigilators are required to follow specific guidelines and regulations in order to maintain the integrity and security of the examination process whilst ensuring this ordered environment. Experience is desirable but not essential as training will be given.

The ideal person will need to be calm, well organised, reliable and flexible. You must be able to deal with students in a calm and professional manner. You must also be able to use your initiative and work well as part of a team.

The internal examinations take place in November, December and April with the public examination season running from May until the end of June. A commitment to being available during these times is essential although it is not expected that you be available every day during these times as a flexible approach is taken to allow for other life/work commitments.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check. Please note that, in line with Keeping Children Safe in Education 2023, an online search will be carried out as part of our due diligence on shortlisted candidates.

Application packs can be downloaded from our website: <http://www.crqs.org.uk/about-us/vacancies/> Completed application forms should be returned by email to: exams@crqs.org.uk

The closing date for applications is 12 noon on Monday, 29th January 2024. Interviews are expected to take place week commencing Monday, 5th February 2024.



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January 2024

Dear Applicant,

Thank you for your interest in the post of Examination Invigilator at this school, the job description for the post is enclosed. Both the application form for support staff and recruitment and monitoring form can be found on our website www.crgs.org.uk/about-us/vacancies/

Your Application: If, after reading the accompanying background information, you feel that this is the post for you (and we hope that you will) then we would ask you to submit a focused application including the following:

Letter of Application: This should be no more than 2 sides of A4 and should cover your experience, knowledge, skills and abilities.

Application Form: This will be photocopied so we would ask you to write clearly using black ink. Please note that it is not necessary to include a Curriculum Vitae (unless it contains information not included elsewhere in your application).

Applications should be marked for the attention of the Bursar and returned by post or email to exams@crgs.org.uk no later than **12 noon on Monday 29th January 2024**. Interviews are expected to take place week commencing **5th February 2024**.

If you have any queries or would like to discuss this opportunity then do not hesitate to contact me. If you submit an application and have not heard from us by 26th February 2024, please assume that your application has been unsuccessful on this occasion. If this is the case, I would like to thank you for your interest and application. We look forward to hearing from you.

Yours sincerely

Lynne Higginbottom
Bursar



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JOB DESCRIPTION

Job Title:	Examination Invigilator
Pay Rate:	£11.79 per hour
Location:	York Street or Chatburn Road
Terms and Conditions:	Casual contract
Responsible to:	Examinations and Assessment Officer, Bursar
Staff responsible for:	None
Job Purpose	To assist the Examinations and Assessment Officer in the effective administration of examinations in line with the rules of conduct of exams

Main Activities

- Checking exam boxes and ensure all go to the correct exam room
- Ensuring that the room meets JCQ requirements (e.g. centre number and clock clearly visible to all)
- Getting candidates into the exam room in an appropriate manner
- Ensuring correct identification of all candidates
- Dealing with extra candidates not on the register
- Ensuring candidates are aware they are under exam conditions, retrieving unauthorised items such as mobile phones etc.
- Opening and distributing papers and any other authorised materials to candidates
- Dealing with queries in relation to insufficient papers etc.
- Notifying candidates of the start of the exam
- Recording start and finishing times of the exams
- Ensuring the attendance plan is completed and the Examinations and Assessment Officer notified of any absences
- Contacting the Examinations and Assessment Officer when candidates raise a concern or problem with the paper
- Ensuring late candidates are briefed, seated and allowed to undertake the exam with minimum fuss and recording any such occurrence
- Supervising candidates in a quiet and unobtrusive manner
- Responding to candidates' queries in accordance with the regulations
- Supervising any candidates who may need to leave the room in accordance with exam regulations
- Distributing additional paper/equipment as required
- Ensuring that efficient timekeeping is maintained
- Recording times and details for any eventuality occurring during the examination
- Notifying candidates that the exam has finished
- Collecting scripts in attendance register order
- Ensuring exam conditions are maintained until candidates are outside of the exam room
- Checking that nothing has been left at the desk and no graffiti has been made during the exam
- Ensuring that the exam room is left in a suitable condition for the next exam

- Ensuring that scripts are never left unattended and are safely delivered to the Examinations and Assessment Officer
- Supervising 'clash' candidates between exams in accordance with exam regulations

School

- To work within and promote all school policies and procedures
- To have due regard for safeguarding and to follow child protection and procedures adopted by CRGS
- To attend skill training and participate in personal/performance development as required
- To work positively and inclusively so that the school provides a workplace and delivers a service that does not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities
- To uphold and promote the values and ethos of the school
- To take care of one's own and other people's health and safety
- To be aware of the confidential nature of issues arising within a school and maintain strict confidentiality at all times

Conditions of Service

- Conditions of Service are in accordance with the National Joint Council conditions of service relating to Local Government staff.
- The post holder is an employee of Clitheroe Royal Grammar School and will be expected to work at either site.
- The successful candidate will be expected to undertake training as appropriate.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be subject to Disclosure and Barring Service checks. In line with Keeping Children Safe in Education 2023, an online search will be carried out as part of our due diligence on shortlisted candidates. We welcome applications regardless of age, gender, ethnicity or religion.

The key responsibilities and duties set out the area of work in which duties will generally be focused and give an example of the type of duties that the post holder could be asked to carry out. Post holders are expected to be flexible and may be required to carry out different duties as may be reasonably assigned by the Head of Department or Bursar.

Equal Opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and Safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.