



**'Let us be United by Knowledge'**



# **Exam Invigilators**

**Casual Contract**

**Grade 3**

**(Fixed SCP 5, £11.18 per hour)**



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Dear Applicant

Mercia School is a growing 11-18 school that serves the south-west of Sheffield. The school opened in September 2018 and will grow incrementally until we offer A-level in 2023. Mercia School is a traditional school, following the practices of the very best schools in the country. We strive for social mobility and achievement for all.

Mercia School provides all pupils, no matter their background or starting point, a rich and demanding education that inspires them to go on to a top university or a viable alternative. Mercia School is different. The curriculum is academic with a focus on acquisition of knowledge at its heart. Pupils receive high levels of challenge in their studies.

We passionately believe in promoting the arts, sport, languages and STEM through our thriving elective programme, as part of our extended school day. These experiences coupled with our curriculum, broaden our pupils' horizons. The character traits our children present are very important to us. Therefore, we give our pupils the opportunities to show commitment, determination, resilience and independence, whilst expecting them to be kind and compassionate to one another. Our children open doors for one another, they say 'please' and 'thank you.' They address teachers with respect. During Family Lunch, they serve one another and show appreciation and gratitude. This is all part of the Mercia way.

I expect that teachers teach from the front with excellent subject knowledge. Our classrooms are arranged in rows with pupils learning things by heart. We value our teachers' passion for developing their specialism by ensuring they have time and energy to be reflective of their teaching. A whole school team approach to improving practice ensures we have high levels of consistency, which allows us to drill down to the minutiae that matter.

Underpinning our ethos is a dedication to high expectations. 'We sweat the small stuff,' because we care about our pupils. The little things matter and make the difference in our quest for all our children to be a success in their life. As a result, behaviour at the school is of the highest standard.

As Headmaster, I am excited about the start we have made, and I am delighted with the team we have assembled thus far. It is imperative that I continue to build an excellent team of teaching and support staff that are fully committed to building a world-class school for our community.

I am seeking to appoint an enthusiastic team of invigilators to work alongside the Deputy Headteacher and Exams Assistant to ensure the smooth running of all examinations at Mercia School.

Please send all applications electronically to Gill Darlow at [gdarlow@merciaschool.com](mailto:gdarlow@merciaschool.com)



**Dean F Webster**  
**Headmaster**  
**Mercia School**



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We are looking to establish a pool of casual Invigilators to join our team to ensure the smooth operation of all public and internal examinations at the school throughout the academic year. The post would be ideally suited to applicants who are highly organised, vigilant and reliable, have excellent attention to detail, have the ability to remain calm under pressure and the flexibility to be called in at short notice.

The right candidates should possess:

- The ability to carry out instructions given by the Deputy Headteacher/Exams Assistant and in accordance with the Examination Boards instructions
- Good interpersonal skills with a calm, patient, understanding and reassuring manner
- Strong observational skills and the ability to always remain vigilant
- The ability to work within a team structure or independently
- Flexibility in approach to their duties
- Good literacy skills and legible handwriting (if required as reader/scribe)
- An awareness of the confidential nature of the role

Invigilators are employed on Variable Hours Contracts and are required to work at times during the year when examinations are being taken by pupils. This would normally be during the main exam series in December, March, May and June. However, exams and assessments can be scheduled at any point throughout the year. The Exams Team will agree in advance with each Invigilator the sessions to be covered during any exam or assessment period.

To apply please submit an application form to Gill Darlow at [gdarlow@merciaschool.com](mailto:gdarlow@merciaschool.com).



## JOB DESCRIPTION

<b>Post Title:</b>	Exams Invigilator
<b>Grade:</b>	3 Fixed Point 5 (£11.18 per hour)
<b>Hours/Weeks:</b>	Casual
<b>Responsible to:</b>	Deputy Headteacher
<b>Responsible for:</b>	Not applicable

The post holder must at all times carry out his/her responsibilities within the spirit of Mercia Learning Trust and School policies and within the legislative framework applicable to academies.

### PURPOSE OF THE POST

- To assist the Examinations Team in the smooth and efficient administration of examinations, specifically pupil invigilation and related tasks

### MAIN DUTIES AND RESPONSIBILITIES

#### SUPPORT FOR THE EXAMINATION PROCESS

- To work with the Examinations Team to ensure the successful operation of the examinations process in school.
- To be familiar with the guidance for invigilators and instructions provided for conduct of the examination by the Examinations Officer and/or relevant Examination Board.
- To supervise the admission of candidates into the examination room and ensure that they are correctly seated according to the seating plan.
- To distribute question papers, answer booklets and other authorised materials at the beginning of the examination.
- To collect exam scripts at the end of the exam in candidate number order and return to the Exams Team immediately.

- To assist in the efficient timekeeping of the examination and ensure that a clock, visible to all candidates, is in the examination room and examination board instructions for candidates are displayed in line with legal requirements
- To actively invigilate throughout the examination.
- To ensure any minor behaviour issues are dealt with in accordance with school policy, report any breaches of the Examination Code of Conduct to the Deputy Headteacher immediately and make a record of the problem in the examinations incident book
- To ensure the examination room is clear and tidied for the next session and to check examination desks for any graffiti
- To undertake annual training

#### **SUPPORT FOR CANDIDATES**

- To supervise candidates in a quiet and unobtrusive manner to ensure that the regulations on conduct, communication etc. are strictly observed
- To respond to candidates' queries in accordance with examination regulations
- To act as a reader or scribe for candidates who have additional access arrangements during examinations
- To provide candidates with additional paper and/or equipment as necessary and in accordance with examination board regulations
- To escort and supervise candidates who may need to leave the examination room in an emergency

#### **SUPPORT FOR THE SCHOOL**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

Any other duties and responsibilities appropriate to the grade and role

#### **GENERAL DUTIES AND RESPONSIBILITIES**

- To contribute to whole school events as and when required
- To ensure accurate records are securely maintained and held in accordance with General Data Protection Regulations (GDPR)/Data Protection Act 2018
- Be aware of and support diversity, ensuring equal opportunities for all
- Contribute to the ethos of Mercia School
- Develop professional, constructive relationships with other agencies, schools and professionals.
- Participate in meetings, training and performance development as necessary
- Recognise own strengths and areas of expertise using these to advise and support others
- Be willing to undertake training and professional development as required of the post
- Any other duties and responsibilities appropriate to the grade and role

A great deal of the information and work dealt with is, of necessity, confidential, and it is important that none of this information is disclosed to any unauthorised person, and that is dealt with discreetly and with integrity.

## **WORKING ENVIRONMENT AND CONDITIONS OF THE POST**

- Due to the routine of the schools and the terms and conditions of the sector, the workload may not be evenly spread throughout the year

## **PROMOTION OF TRUST VALUES**

- To contribute to the overall development of Mercia Learning Trust to ensure the Trust operates on the basis of shared and collective responsibility
- To contribute to the overall ethos, work and aims of Mercia Learning Trust
- To support and contribute to the Trust's commitment to safeguarding all pupils. All schools in Mercia Learning Trust are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees are expected to share this commitment
- To be aware of the school's duty of care in relation to staff, pupils and visitors and to comply with all health and safety policies at all times
- To be aware of and comply with the codes of conduct, regulations and policies of the school and its commitment to equal opportunities
- All the above duties and responsibilities to be carried out in accordance with policies adopted by the School Governing Body and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headmaster, to reflect or anticipate changes in the post commensurate with the grade or job title.

**Issue Date: November 2022**





## PERSON SPECIFICATION

<b>Post Title:</b>	Exam Invigilator  *This post is a designated customer facing role under the fluency duty and requires a specified level of spoken English in the person specification
<b>Salary:</b>	Grade 3, Fixed SCP 5 (£11.18 per hour)
<b>Responsible to:</b>	Deputy Headteacher
<b>Responsible for:</b>	n/a

SPECIFICATION	ESSENTIAL	DESIRABLE
<b>Qualifications and Training</b>	Attainment of GCSE in English and Maths	
<b>Skills and Knowledge</b>	Excellent communication skills.  Excellent verbal, written and oral skills	
<b>Experience</b>	Experience in basic administration	Previous experience in invigilating or supervising examinations.  Experience of working with young people
<b>Personal Qualities</b>	Meticulous approach to work  Flexibility in approach to work  Ability to remain calm under pressure or during unexpected circumstance	

	<p>Ability to listen and communicate effectively with pupils during exam conditions</p>	
	<p>Reliable and punctual</p>	
	<p>Ability to work to predetermined instructions</p>	
	<p>Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people</p>	



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