

THE WHITBY SECONDARY PARTNERSHIP FEDERATION

Eskdale School, Stainsacre Lane, Whitby, North Yorkshire, YO22 4HS

Whitby Sixth Form, Airy Hill, Whitby, North Yorkshire, YO21 1HS

Caedmon College Whitby, Prospect Hill, Whitby, North Yorkshire, YO21 1LA

Age range 11-19

Relief Examination Invigilators required for 2024

**Required at various times throughout the year
Salary range: NYC Grade C/D (£11.79 up to £12.39 per hour)**

- Invigilators are required to supervise and assist with examinations in-school, both during the summer and at other times of the year, if available.
- The team invigilates examinations at GCSE (and at Advanced level if working at Caedmon College Whitby), and invigilators must be available at various times throughout the year, but predominantly from the beginning of May until the end of June.
- The post requires a responsible, calm and well-organised individual, who can work flexible hours.
- The post is paid on a claiming basis, using the Council's online MyView facility, a month in arrears, for the hours worked.

Please telephone/access our website www.ccwhitby.org (Caedmon College Whitby) <https://www.eskdale-school.co.uk/> (Eskdale School) for further details and a non-teaching application form.

Please contact j.robinson@ccwhitby.org for further information

NB: All postholders are subject to Criminal Records checks for the Safeguarding of young people.

Please note that all applicants must complete a non-teaching application form and include a letter with their application, showing how their previous training and experience makes them a strong candidate for the post. Applications should be addressed to Jo Robinson via j.robinson@ccwhitby.org

It will be most helpful if you could include day time contact details for yourself and your referees, including email addresses.

All candidates are subject to criminal records and safeguarding checks to ensure that they are suitable for work with young people.

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JOB DESCRIPTION

Job Title: Assistant Examinations Invigilator

Job Purpose: To assist and support the Examinations Officer in the correct running of examinations within the Whitby Secondary Partnership Federation.

Main duties and responsibilities:

- To assist in preparing the room, such as laying out any papers or documents required.
- To admit candidates to the room in a quiet and orderly way.
- To assist with conducting the exam according to the Examination Board's regulations.
- To assist with the registering of candidates present in the room.
- To be constantly vigilant when the exam is running and not do other tasks during this time.
- To report to the Exams Office at least 15 minutes before the start of an examination session.
- To work as part of a team of invigilators.
- To support candidates, by carrying out the above duties and following the attached instructions, at what can be a stressful time for them.
- To partake in any relevant training as required and follow all College policies and procedures.
- Must be available to attend three training sessions per year
- To be committed to the safeguarding and welfare of young people.
- Other related duties as may be required from time to time by your line manager or senior leadership staff.

Other

1. To participate in professional development as required by the Professional Development Coordinator.
2. To be committed to the responsibility of safeguarding and promoting the welfare of young people.
3. To be aware of health and safety in one's working area, ensuring good working practises, raising any concerns about health or safety to the Site Manager/other personnel as appropriate. To be aware of the staff privacy policy and to be compliant with GDPR within your role.

The Whitby Secondary Partnership Federation

PERSON SPECIFICATION

TITLE: EXAMINATIONS INVIGILATOR

D = desirable; A = assessed through application form; I = assessed at interview

Person Specification	Skills and Attributes	Essential	D	A	I
Qualifications and experience	Good numeracy and literacy skills to GCSE standard	✓		✓	✓
	An awareness of 'safeguarding of children' procedures	✓		✓	✓
	Computer literacy	✓		✓	
Personal and interpersonal skills	Able to follow administrative procedures, understand and follow instructions	✓		✓	✓
	Good communication skills	✓		✓	✓
	Experience of working within a learning environment		✓	✓	✓
	Able to relate well to young people and adults, and deal sensitively with parents, pupils and colleagues in person and by telephone	✓			✓
	Able to work on own initiative and constructively as part of team, ensuring good communication and collaboration with colleagues	✓		✓	✓
	Ability to remain calm and polite under pressure	✓		✓	✓
	Good organisation and concentration skills with the ability and willingness to learn new duties and adapt to changing circumstances	✓		✓	✓
	Able to engage and work with young people, including those who are disaffected	✓		✓	✓
	Ability to work well as part of a team	✓		✓	✓
	A flexible and adaptable approach to work	✓		✓	✓
	Good time management skills	✓		✓	✓
	Demonstrates a "can do" attitude, including suggesting solutions, participating and meeting expectations	✓		✓	✓
Staff Development	Evidence of commitment to continuing personal professional development	✓		✓	✓
Child Protection	A commitment to the safeguarding and welfare of young people.	✓		✓	✓