



Candidate brief for the position of:

Exam Invigilator

Bullers Wood Multi Academy Trust

Application Deadline – ASAP





Dear Applicant

Thank you for expressing an interest in the post of Exam Invigilator at Bullers Wood Multi Academy Trust. The information in this pack will, we hope, give you a good flavour of the school, as well as the application procedure and I hope having read it, you will decide to apply.

This post is available November 2021 and offers an exciting opportunity to join an enthusiastic staff who are committed to making a real difference.

The Trust was formed in February 2018 following a successful application under the Free Schools programme to open a secondary boys' school to join the existing and very successful girls' school and offers opportunities for enhanced professional and career development for colleagues working within the Trust.

The Girls' school was last fully inspected by Ofsted in May 2011 and we were awarded Outstanding. The report is available on our website. We are very proud of our achievements and in recent years we have been congratulated by the Minister of State for Schools on our achievements at GCSE level, placing us in the top 100 non-selective state-funded schools in England. In addition, we were in the top 100 for pupils achieving the English Baccalaureate. We have also regularly been in the top 10% nationally (out of over 2,500 schools and colleges) for our A level performance assessed by ALPS.

The successful candidate will join the Trust at an exciting time as September 2018 saw the opening of a new secondary free school, Bullers Wood School for Boys.

When completing the application form, please follow the instructions below and demonstrate clearly how you meet the person specification and job description.

If you have any questions, please contact Caroline Sharp, Human Resources on 0208 467 2280 ext 320 or email csharp@bwsgirls.org.

We very much hope to receive your application.

Yours sincerely

T Millar
Executive Headteacher

q u o d p o t e s t e n t a





Overview

THE POST AND SPECIFICATIONS

We are passionate about having the highest standards of teaching and learning at Bullers Wood. With this in mind we are seeking Exam Invigilators to support our internal and external exam schedules.

We are looking for someone to cover public and/or internal examinations during part of or for the whole school day on an 'as required' basis. Invigilators are required to start at 7.45am for morning examinations (may occasionally be earlier for mock examinations), and at 12.15pm for afternoon examinations. Lengths of examinations vary and are detailed on the examinations timetable.

Person Specification:

We are looking for an adaptable, energetic and enthusiastic team player. Other qualities that we are looking for in the successful applicant include:

Essential

- The ability to function as an effective member of a team.
- Excellent interpersonal and communication skills to work effectively with students and staff
- Presence and calm authority.
- The ability to relate to young people.
- A positive and flexible approach to work, punctual and reliable.
- The ability to work under pressure and on one's own initiative.
- Understanding of and willingness to uphold examination regulations and guidelines, the school's safeguarding policy and appropriate health and safety measures.
- Commitment and reliability.

In addition, the successful candidate must be willing to uphold the ethos and policies of the school, including the commitment to safeguarding and promoting the welfare of children and young people.

JOB DESCRIPTION

Position: Exam Invigilator

Reports to: Examinations Officer - Wendy Lovell

Hours of duty: The hours of work and times and dates of your attendance will be determined by the Examinations Officer in accordance with the needs of the school. Whilst the main public examination period runs from April to end of June each year, (during which invigilators are required to have good availability), there are also some additional sessions during the year, e.g. November, December, January, March) – invigilators will need to attend at least one of these sessions. In addition to invigilating public and internal examinations, all invigilators must attend an internal training session which includes safeguarding, and a feedback session. You should also be available to invigilate at least one of our sixth form mock exams in December/January.



Main responsibility:

To provide support to the Examinations Office in the sittings of public and internal examinations in accordance with the rules and regulations of the examinations boards and/or school procedures, and ensure the appropriate conduct of the students during their examinations. JCQ Regulations and school guidelines are updated annually.

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the post holder.

The hourly rate for this post is currently £9.99 per hour (This is made up of £8.91 and holiday pay (12.07%) £1.08. Pay will be for actual service i.e. hours worked, payable after submission of a claim form. No salary will be paid for any occasion when the school is closed or if you are unable to attend for any reason having previously notified the school that you would be attending.



Application Procedure

- i. Read carefully all the information about this post

If you have any questions, please do not hesitate to telephone or email Caroline Sharp, Human Resources on 0208 467 2280 ext 320 or email csharp@bwsgirls.org.

- ii. Please also contact her if you wish to visit the school before applying.
- iii. Complete the application form as fully as possible. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet. Please note that your application form will be photocopied for the Selection Panel, therefore clarity is essential. *It is important that you do not leave any gaps in your career history – any gaps in employment should be fully explained please.*
- iv. In section 9 Letter of Application, please tell us
 - Why you are applying for this post
 - How your experience, skills, training and/or qualifications equip you for it i.e. how you meet the person specification and requirements of the job description.

Send your completed application form by email (if downloaded from our website) or through the post to:-

Mrs Caroline Sharp
Human Resources
Bullers Wood Multi Academy Trust
St Nicolas Lane, Logs Hill, Chislehurst, Kent BR7 5LJ

csharp@bwsgirls.org



Appointment Process

- i. Suitable applications will be shortlisted for interview as quickly as possible.
- ii. If you are successful, you will receive either a phone call and/or email inviting you to attend for interview. It is therefore important that you give us a daytime telephone number and/or an email address that you regularly access so that we can contact you to make the necessary arrangements if you are shortlisted.

If you require any assistance in attending for interview, please let us know the nature of that assistance in good time so that we may make appropriate arrangements.

- iii. Candidates called to interview will
 - be given a tour of the school
 - usually have an opportunity to meet with members of the department
 - normally be expected to conduct a short task.
 - Have an interview.

Pre-employment Checks

Bullers Wood Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people, and an appointment will be subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered “spent”.

The successful applicant will also be required to:

- Provide details of two referees who know you in a professional capacity. It is our usual policy to take up references BEFORE interviews where possible. Employment is conditional on these references being deemed satisfactory.
- Provide proof of all relevant qualifications.
- Provide proof of eligibility to work in the UK
- Complete a Medical Declaration and receive fitness to work.

Policy on Equal Opportunities

The Trust is an Equal Opportunities employer and appointments are based on the applicant’s ability to meet the requirements of the position. The Trust is opposed to any form of discrimination against any individual or group and welcomes the fact that our Trust includes a diversity of individuals from many races and cultures. Behaviour which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion, will not be tolerated.

