



**FURTHER
PARTICULARS FOR
THE POST OF:**

**CASUAL EXAM
INVIGILATOR**

**BASED AT
NIDDERDALE HIGH
SCHOOL**

January 2025



Moorlands
Learning Trust

CASUAL EXAM INVIGILATOR

Dear Applicant,

Thank you for requesting details for the post of Casual Exam Invigilator.

This role will be based at Nidderdale High School, Low Wath Rd, Pateley Bridge, HG3 5HL.

Our overriding aim at MLT is to provide an exceptional comprehensive education for students from all cohorts and demographic backgrounds, to ensure that individual context does not affect a student's life chances. At MLT we are aspirational for every student within the Trust and are committed to achieving success and inspiring others to do so too.

We highly value our staff as our biggest asset and invest in their professional development to keep ourselves at the cutting edge of educational development, with staff wellbeing also being extremely important and strategically planned for.

This is an exciting time in the Trust's development as MLT looks to grow further, so that we can play a wider role in the development of our region and its future generations. This will mean that as the Trust grows over the coming years, the range of professional and career development opportunities and pathways for colleagues in our Trust schools will also grow, so that we can continue to recruit and retain an exceptional workforce.

I hope you are inspired by this opportunity and want to become part of our successful, growing Trust; if you have the qualities needed to make a transformational difference then we would be delighted to hear from you!

Helen Williams
CEO Moorlands Learning Trust



Dear Applicant

Thank you for your interest in the post of Casual Exam Invigilator.

You are applying to the school at a very exciting time in its development, having recently joined Moorlands Learning Trust. Our reputation in the local community is strong and the school continues to grow in size.

If you are inspired by this opportunity and have the qualities to contribute to our school, then we would be delighted to hear from you.

To apply for this role please complete the application form on our website <https://www.nidderdalehighschool.co.uk/our-school/vacancies> and submit it to Mrs Robertson at admin@nidderdale.mlt.co.uk

Should you require any other information about this post, please feel free to contact the school. We wish you every success in your application.

Yours faithfully

Kath Jordan
Headteacher

Examinations Invigilator
Scale Pay Point 5 (Range 5 - 6) (£12.85 per hour)
Casual Workers Agreement
Variable Pattern of Hours

Under the direction of and to be responsible to the Examinations Officer

PRIME OBJECTIVE OF THE POST

- To ensure the fair and proper conduct of examinations in an environment that enables a student to perform at their best.

KEY ACCOUNTABILITIES

- assisting with setting up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures
- closely following and enforcing exam procedures and regulations
- assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues
- ensuring that candidates do not talk once inside examination venues
- invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with procedures
- checking attendance during examinations
- recording details of late arrivals and early leavers and collecting scripts from early leavers
- escorting candidates from venues during the examination as required and supervising candidates whilst outside examination venues
- escorting candidates on toilet breaks ensuring no unauthorised material is consulted and that examination regulations are observed at all times
- collecting, collating and delivering scripts at the end of the examination in accordance with strict procedures
- supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner
- leading Examinations for small groups of students as and when required
- assisting the examinations officer with other examination processes e.g. :
 - packing of examination papers, stationery (sometimes heavy) and equipment prior to the examinations and the delivery to and from venues as appropriate
 - acting as reader or scribe when necessary

Interpersonal skills and a good sense of humour are essential!

Responsibilities

- 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
- Be aware of and support differences and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- 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
- To support, uphold and contribute to the development of the Academy's Equality policies and practices in respect of both employment issues and the delivery of services to the community.

General accountabilities

- Be aware of the school's duty of care in relation to staff, students and visitors and to comply with the health and safety policy at all times.

PERSONNEL SPECIFICATION
Examinations Invigilator

Qualifications	Essential/ Desirable E/D	How Identified
<input type="checkbox"/> GCSE grade C or equivalent in English and Maths	D	Application form and selection process
<input type="checkbox"/> An understanding of child protection, health, safety and security	D	
Experience	Essential/ Desirable E/D	How Identified
<input type="checkbox"/> Some administration experience	D	Application form and selection process
<input type="checkbox"/> Experience of working in a high pressured environment	D	
<input type="checkbox"/> Experience of managing own workload to meet conflicting demands and deadlines to ensure completion of tasks	D	
<input type="checkbox"/> Presenting yourself effectively	D	
<input type="checkbox"/> Experience of working in a school based environment	D	
<input type="checkbox"/> Experience of e-learning including mobile technologies	D	
Training	Essential/ Desirable E/D	How Identified
<input type="checkbox"/> Willingness to participate in CPD	E	Application and selection process
<input type="checkbox"/> Evidence of relevant CPD	D	
Skills	Essential/ Desirable E/D	How Identified
<input type="checkbox"/> Able to understand and carry out instructions	E	Application form and selection process
<input type="checkbox"/> Confidentiality and discretion	E	
<input type="checkbox"/> Able to think logically and calmly when under pressure.	E	
<input type="checkbox"/> Able to keep accurate & appropriate records	E	
<input type="checkbox"/> Able to use initiative within school policies and practices	E	
<input type="checkbox"/> Good standard of written and spoken English	E	
<input type="checkbox"/> Able to act in an understanding and patient manner whilst remaining firm and fair	E	
<input type="checkbox"/> Able to take initiative and to work independently	E	
<input type="checkbox"/> Good interpersonal skills and confident communicator	E	
<input type="checkbox"/> Good problem solver	E	
<input type="checkbox"/> Understand and manipulate numerical & statistical data	E	
<input type="checkbox"/> Evidence of the ability to promote a positive ethos and pride in the school together with high standards of education, care and behaviour	E	
<input type="checkbox"/> Ability to use technology as required to facilitate specific exams	D	
Professional Qualities	Essential/ Desirable E/D	How Identified
<input type="checkbox"/> Abide by the school's policies	E	Application form and selection process
<input type="checkbox"/> 'Can do' attitude	E	
<input type="checkbox"/> Team work/collaboration	E	
<input type="checkbox"/> Emotional intelligence	E	
<input type="checkbox"/> Professional appearance	E	

<input type="checkbox"/> Sense of humour and perspective	E	
Equal Opportunities	Essential/ Desirable E/D	How Identified
<input type="checkbox"/> Candidates should indicate an acceptance of, and a commitment to, the principles of the Academy's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community	E	Selection process
<input type="checkbox"/> Commitment to equal opportunities policies relating to gender, race and disability in an educational context	E	
Circumstances - Personal	Essential/ Desirable E/D	How Identified
<input type="checkbox"/> Must be legally entitled to work in the UK (Asylum and Immigration Act 1996).	E	Selection process and completion of an Enhanced DBS disclosure
<input type="checkbox"/> No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (DBS check required).	E	
<input type="checkbox"/> Must be available for work during the first two weeks of January and during the months of May and June each year	E	
Safeguarding	Essential/ Desirable E/D	How Identified
<input type="checkbox"/> Has appropriate motivation to work with children and young people, and can relate to them	E	Completion of an Enhanced DBS disclosure
<input type="checkbox"/> Ability to maintain appropriate relationships and personal boundaries with children and young people	E	
<input type="checkbox"/> Displays commitment to the protection and safeguarding of children and young people	E	
<input type="checkbox"/> Has up to date knowledge of relevant legislation and guidance in relation to working with young people	D	