



Exam Invigilators

Information for Applicants

January 2025

The Support Staff

The support staff at Farlingaye High School consists of hard working and friendly individuals who support the work of the school. We work well together as a team, supporting each other through our job roles.

Farlingaye is a thriving school of over 1900 students, we are part of East Anglian Schools Trust (EAST) alongside Kesgrave High School, Bungay High School and Castle East School. The Trust have also recently welcomed Aldeburgh, Easton, Leiston, Saxmundham and Wickham Market Primary Schools. We are passionate about learning and student achievement and our support staff play an integral role in the process of improving standards. Our most recent Ofsted report graded us "Good with Outstanding" features.

We are committed to providing excellent staff opportunities through developing and promoting our staff and offering an excellent CPD and support programme for new staff. We are also extremely pleased to have launched our own teacher training provider: EAST SCITT. This allows us to award QTS and also QTS + PGCE Programmes within both Primary and Secondary schools.

As a staff we strive to ensure that every area of school is the best it can be, and are committed to being restless in order to achieve this goal. We are humble, keen to learn from others and aim to keep developing. We believe that all our key stakeholders - students, parents, staff and governors - have a key role in helping us further improve. In order to achieve that, we want our staff to all have one thing in common: the desire to make a difference

Colleagues work together well across the school and enjoy a high level of personal and professional support. Visitors often comment on the positive and friendly atmosphere in the school and on the hard work of staff. We strive to help students to maximise their full potential and take pride in the progress the school continues to make.

If you feel that Farlingaye is a school where you could make a contribution, we will be delighted to receive your on-line application. If you would like to discuss the job role further, please do not hesitate to contact Angela Grundy, Exams Manager or Linda Marsh, HR Manager either at the school on 01394 385720 or via email: agrundy@farlingaye.suffolk.sch.uk or hr@farlingaye.suffolk.sch.uk

Linda Marsh
HR Manager

Exam Invigilator

Farlingaye High School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share and adhere to this commitment. DBS checks required for all posts

SALARY: £12.45 per hour plus holiday pay (equivalent to approximately £13.95 per hour)

HOURS: Variable depending on examination timetable. When dates are available, we issue them and Invigilators advise which dates and times they are available to cover. Confirmation of dates and times will be sent to you, however, typical exam timeframes include:

January	–	first 3 weeks	March/April	–	dates vary each year
May	–	all of the month	June	–	all of the month
November	–	first & last week	December	–	first week

CONTRACT STATUS: Casual

ACCOUNTABLE TO: Exams Officer

PURPOSE OF THE POST: To supervise students during public and mock examinations

MAIN DUTIES AND RESPONSIBILITIES:

- Arrive promptly at the examination venue at the appointed time
- Assist with the setting up of the exam room
- Assist with the organising and distribution of equipment needed for the exam
- Assist in admitting the candidates to the examination room and enabling them to find their seats quietly and efficiently
- Perform mandatory checks in line with published 'Guidance for Invigilators'
- Distribute question papers, answer booklets and associated materials at the beginning of the examination
- Patrol and supervise the candidates in a quiet and unobtrusive manner to ensure the examination is conducted fairly
- Provide students with resources as necessary
- Respond to students who raise their hands to ask for help and provide assistance within the strict limits imposed by the examination code of conduct
- Whilst not disrupting candidates it is important to be vigilant, particularly regarding requests for additional paper, toilet breaks etc.
- Report any breach of the discipline code to the Examinations Officer
- Ensure that efficient timekeeping is maintained
- Ensure examination conditions are maintained until candidates are dismissed from the room
- Ensure exam papers are collected in attendance register order along with candidate numbers
- Ensure the examination room is left in good condition ready for the next examination
- Ensure exam papers are never left unattended and are safely delivered to the Examinations Officer

The role Invigilators provide is essential and we recognise that you may not be able to be available for all exams. However, it is essential that you are available for the majority of our exams as detailed above. This is to ensure that we can meet all legal requirements of our examinations.

This job description sets out the main duties associated with the stated purpose of the post. The duties listed above are representative but not exhaustive and other duties appropriate to the post may be undertaken and should not be excluded simply because they are not itemised. The duties and responsibilities of this post may change from time to time and the post holder may be expected to undertake other duties of a similar level/nature, which are considered appropriate to the level of this post but not explicitly mentioned above, at the request of the Headteacher.

Similarly, the duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes. When necessary, appropriate training will be given to enable the post holder to undertake new/varied work.

PERSON SPECIFICATION

Criteria	Essential to basic performance of job	Required for fully competent performance of job
Knowledge:		
Technical or specialist	<ul style="list-style-type: none"> • Experience of working with young people • Basic knowledge of first aid 	<ul style="list-style-type: none"> • Awareness of exam regulations
School environment		<ul style="list-style-type: none"> • Knowledge of school policies and procedures
Mental Skills:		
Problem solving	<ul style="list-style-type: none"> • Ability to recognise and resolve or report problems 	<ul style="list-style-type: none"> • Able to show initiative and be able to cope under pressure
Interpersonal & Communications Skills:		
Caring skills	<ul style="list-style-type: none"> • Sensitivity to students' needs 	
Verbal and written communications skills (including use of languages)	<ul style="list-style-type: none"> • Ability to communicate clearly • Ability to maintain appropriate level of confidentiality 	
Physical skills:		
Other manual skills	<ul style="list-style-type: none"> • Ability to stand for prolonged periods, although some exams are shorter in duration and in others Invigilators may be able to sit down 	

APPLICATION PROCESS

If you are interested in this post, please apply using our on-line application process which can be found on the school's website www.farlingaye.suffolk.sch.uk under 'Join FHS'. Applications should be submitted as soon as possible but **by 9am on Monday, 3rd February 2025 at the latest**. However, please be aware that as we have more than one position available, we may hold interviews when we have received enough applications from suitably qualified applicants.

As part of the on-line application process you will need to create a user account and then complete a series of standard application form questions. In addition, you are required to submit a supporting statement/cover letter. Please be aware that the information in your supporting statement along with your application form will be used to shortlist applicants for the role and therefore it is **very important** that you provide enough detail to give a full picture of your skills and experience and how they meet the specific needs of the role.

Our on-line process allows you to save and return to your application if you are unable to complete all the questions at one time.

If you require any further information regarding the job role or application process, please contact Linda Marsh, HR Manager via email hr@farlingaye.suffolk.sch.uk. Any specific questions about the role can be sent to our Exams Officer, Angela Grundy: agrundy@farlingaye.suffolk.sch.uk

The successful candidate will have to meet the requirements of the person specification in order to be offered the post and will be subject to an enhanced DBS check. This Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share and adhere to this commitment. Enhanced DBS checks are required for all posts.

CHILD PROTECTION POLICY

At all times the Headteacher and governing body will ensure that safe recruitment practices are followed. At Farlingaye High School we require evidence of identity and original academic certificates. We do not accept testimonials and insist on taking up references prior to interview. We will question the content of the on-line application form during the interview if we are unclear about them, we will undertake enhanced Disclosure & Barring Checks (DBS) and use any other means of ensuring we are recruiting and selecting the most suitable people to work with our children.

INTERVIEW PROCESS

The purpose of the interview is to assess your suitability for the above post and give both the panel and yourself an opportunity to gain further information before making a successful appointment. It is also an opportunity to seek clarification on information that you have provided via the on-line application form and accompanying information. The interview will assess your suitability to work with children and will include questions relating to safeguarding and promoting the welfare of children.

Please note that current or previous employers will be contacted as part of the verification process. We require two work-related referees to be listed on your on-line application form and we will contact those referees before interviewing.