



## **ALTRINCHAM GRAMMAR SCHOOL FOR GIRLS EXAMINATION INVIGILATORS**

Normal working hours will be between 8.30am and 5pm.

It may be necessary on occasion to work out of normal working hours.

Salary: £10.00 per hour (minimum payment of £20 per session)

*Required for January 2022*

Altrincham Grammar School for Girls, part of the Bright Futures Educational Trust, is a highly successful single sex 11 -18 academy in the South Trafford area. Bright Futures Educational Trust (BFET) is a partnership of schools based in the North West. The Trust's vision is the best *for* everyone, the best *from* everyone. There are currently eight schools within the Trust. Our values of community, passion and integrity are at the heart of everything we do.

BFET is committed to providing all staff with the training and support they need to be the best in their profession. Benefits include: working cross-phase, knowledge exchange between our schools and the opportunity to work with some of the most inspiring colleagues in their profession.

Altrincham Grammar School for Girls (AGGS) was in the first cohort of schools to be designated a National Teaching School in 2011. Our teaching school alliance comprises schools of every type and phase, plus universities, throughout a wide geographical area. The impact of teaching school activities is felt within the Trust and far beyond. We have a reputation for excellence regionally and nationally, of which we are very proud.

The successful post-holders will report to the Examinations Officer.

### **Main Responsibilities**

- To support the Examination Officer with the day-to-day operation of examination venues.
- To stay up to date with current and new exam regulations, including attending training sessions.
- To assist with setting-up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures.
- To assist candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues.
- To offer advice and guidance to candidates without allocated seats.
- To ensure that candidates do not talk once inside examination venues.
- To invigilate during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures.
- To check attendance during examinations.
- To record details of late arrivals.
- To escort candidates from venues during the examinations as required, and supervising candidates whilst outside examination venues.
- To collect and collating scripts at the end of the examination in accordance with strict Procedures.
- To supervise 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.



**Additional Administrative Duties:**

- To assist with the delivery of examination equipment and stationery to and from venues as appropriate.
- To deliver scripts to the Examination Office on completion of examinations.

**School-wide Responsibilities**

- Staying up to date with and acting upon relevant school policies and in particular those associated with Child Protection/Safeguarding Children and Health & Safety issues.
- Being responsible for maintaining a clean and tidy environment.
- Attending relevant meetings as required.
- Acting as a role model for the pupils in school.
- Acting as an ambassador for school and ensuring that the school’s high standards are promoted at all times.

**PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications, Educational, Training</b>	Good educational background with strong literacy and numeracy skills. English and mathematics at least GCSE level grade C.	
<b>Relevant Experience</b>	Successful experience in the world of work.	Experience of working or studying in an education environment.
<b>Safeguarding</b>	Commitment to demonstrating a responsibility for safeguarding and promoting the welfare of young people	
<b>Knowledge, skills, abilities</b>	Very good oral, written communication and numeracy skills. Ability to relate to academic staff and students. Awareness of health and safety issues as they relate to this particular environment. Tact and discretion and an ability to maintain confidentiality. The ability to work efficiently at speed. The ability to exercise control in the classroom and encourage good behaviour. Confidence in delivery of materials to pupils. The ability to show tact and discretion and to maintain confidentiality. The ability to prioritise. The ability to work effectively as part of a team. ICT competency.	An understanding of examination processes.
<b>Others</b>	Flexibility and adaptability. Self-confidence and the ability to deal with difficult situations. A thorough, meticulous approach to all tasks. A positive approach to challenges, which seeks solutions to problems and addresses difficulties with cheerfulness and	



	<p>good humour. A genuine commitment to improving the quality of provision for pupils in our school. Smart, professional appearance.</p>	
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### How to Apply

We can only accept completed application forms, rather than CVs. This is because the regulatory guidelines of Keeping Children Safe in Education (2021), require us to check various details of job applicants and an identical application format for each candidate enables us to do this. We use a process that does not identify personal characteristics to the shortlisting panel. This is part of our commitment to equalities and diversity.

### NO AGENCIES PLEASE.

Our application form is available on-line, along with the disclosure of criminal background form. The portal link is: [Examination Invigilator - Application Form](#). **Please complete the application by Thursday 9<sup>th</sup> December 2021.**

The selection will take place on **Wednesday 15<sup>th</sup> December 2021**

If invited for interview, candidates are requested to bring original copies of the following documents on the interview day which we need to have sight of:

- Degree Certificate (if applicable)
- QTS Certificate (if applicable)
- National Insurance Card (or letter from HMRC)
- Photo ID (passport and driving licence)
- Two other forms of identification that verify your name, address and date of birth e.g. birth certificate, marriage certificate, bank/credit card statement or utility bill (must be dated less than 3 months old)

### Keeping Children Safe in Education

**Bright Futures Educational Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out and references will be sought for shortlisted candidates and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.**

### Data Privacy

You can the details of how we use the personal data that you provide us with in our Job Applicants' privacy notice on our website: <http://bfet.co.uk/wp-content/uploads/2018/07/BFET-Applicant-privacy-notice-002.pdf>