



**Framwellgate School Durham**

**Exam Invigilator**

**Candidate Information Pack**

**Salary – FSD Grade 3 Point 4 Fixed point**

**FTE £24,404 - Hourly rate £12.65**

**Seasonal work as and when required**

## About the school

Framwellgate School Durham (FSD) is an 11-18 school which was granted academy status in 2011. There are over 1300 students on roll including 180 in the Sixth Form. Our roll has grown by 35% in recent years and is projected to increase further still as the sixth form grows. The school serves the population to the north of Durham city, primarily from the Newton Hall estate, but we attract students from a wide surrounding area and over 20 feeder primary schools. We are a high achieving 11-18 academy with a strong track record in both provision and outcomes. We are fully committed to the students in our care, and work to ensure that both the pastoral provision and quality of teaching is the very best.

## Aims and ethos

Framwellgate School Durham is an inclusive comprehensive school with high expectations of both our staff and students alike. In the Spring of 2018 we consulted students, staff and parents, and re-evaluated our ethos; the result of this exercise was an ethos statement (below) which emphasises compassion and kindness and places the well-being and happiness of our students alongside academic achievement.

### Excellence, Compassion and Respect for All

Our school promotes academic excellence and embraces the shared values of honesty, integrity, respect and compassion. We want our students to be ambitious, kind, resilient and hardworking, and have a genuine passion for learning. We want them to change the world with the knowledge, skills and confidence they have learned here; to champion fairness, have friendships for life, and pride in our school. Above all, we want our students to be happy.

## Job Description: Exam Invigilator

Job Title	Examination Invigilator
Hours of Duty	Seasonal work as required. Morning sessions commence at 8.45a.m. and afternoon sessions at 1.00pm unless otherwise stated. The length of a session can vary and may include the lunchtime supervision of students who have an exam clash.
Postholder	Vacancy
Responsible to:	The Examinations Officer and Senior Leadership Team link. The postholder will be expected to work with limited supervision within agreed procedures and practices.
Principal function	<ul style="list-style-type: none"> <li>To provide an efficient and effective invigilation support service to the school examination section, upholding all JCQ regulatory requirements and ensuring the integrity of the school's examinations.</li> <li>To ensure that the duties undertaken operate as an effective, efficient and professional administrative service.</li> <li>To maintain the ethos of the school community.</li> <li>To uphold the school's child protection policy and procedures.</li> <li>To be fully aware of the regulations according to JCQ's "The Instructions for Conducting Examinations".</li> <li>To be responsible for confidential documentation.</li> </ul>



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Main areas of responsibility

- Supervision of students and ensuring that students are at the correct venue for their examinations, know where they are sitting and enter the exam venue in a quiet and orderly manner.
- Reminding students of the JCQ regulations regarding malpractice and mobile phones before entering the exam venue.
- Confidential documentation and information relating to students.
- Assisting with the preparation of the examination room, ensuring awarding body requirements are met. This includes:
  - ✓ Checking heating, lighting, ventilation, levels of external noise and that there is nothing on the walls that could help candidates.
  - ✓ Making sure seating arrangements prevent candidates, intentionally or otherwise, from overseeing the work of others.
  - ✓ Ensuring there is a large, working clock visible to all candidates.
  - ✓ Ensuring the Centre Number and the exam start and end times are visible to all candidates.
  - ✓ Ensuring the JCQ "Warning to Candidates" and "No Mobile Phones" posters are displayed outside the exam venue, and the school's "No Entry" and "Quiet" posters are visible outside the venue.
- Assisting with the receiving and seating of students.
- Opening the packet(s) of exam papers and issuing the correct papers to students.
- Distributing any exam stationery and equipment that candidates may need in order to complete the examination.
- Completing the attendance register and alerting the Exams Officer to any absent students.
- Recording any late students on the allocated proforma.
- Supervising the candidates and ensuring that all examination conditions are maintained throughout the examination.
- Ensuring that all elements of student access arrangements are fulfilled (for example, monitoring of extra time)
- Reporting any breach of exam security immediately to the Exams Officer or Senior Leadership Team link.
- At the end of the examination, collecting all answer books, question papers and any other exam stationery or borrowed equipment.
- Collating all exam scripts into the order on the exam board attendance register, checking that students have completed all of the requested information, for example, centre number, candidate number, and candidate name, before handing them to the Exams Officer.
- In smaller venues, dismissing students from the venue. In larger venues, assisting the Exams Officer in dismissing students. In all venues, ensuring that JCQ rules and regulations are maintained until the last student has left the venue.



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	<ul style="list-style-type: none"> <li>Ensuring that the exam venues are left in a clean and tidy condition at the end of each exam.</li> <li>Carrying out any additional duties as required by the Exams Officer.</li> <li>Attending any meetings or training courses relevant to the post.</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>Know how to deal with emergencies in exam conditions, including knowing evacuation routes from the building.</li> <li>Be aware of the responsibility for personal health, safety and welfare, and that of others, who may be affected by your actions or inactions.</li> <li>Co-operate with the employer on all issues to do with health, safety and welfare.</li> </ul>
<p>The above responsibilities are subject to the general duties and responsibilities contained in the relevant Conditions of Service.</p> <p>This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the postholder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the postholder's professional responsibilities and duties. Other duties may, therefore, be allocated from time to time, commensurate with the grade of the post. This job description allocates duties and responsibilities but does not direct the amount of time to be spent carrying each of them out.</p> <p>Elements of this job description and changes to it may be negotiated at the request of either the headteacher or the incumbent of the post.</p>	

## Person Specification: Exam Invigilator

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Good literacy and numeracy skills</li> <li>Willingness to undertake training</li> </ul>	<ul style="list-style-type: none"> <li>Familiarity with the JCQ code of conduct publication</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working in a team</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a school environment</li> <li>Experience of examination procedures</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Able to work to tight deadlines</li> <li>Able to work calmly, methodically and accurately</li> <li>Able to understand and respect the need for discretion, sensitivity and confidentiality</li> <li>Excellent organisational skills</li> <li>Good interpersonal skills with both colleagues and students</li> <li>Excellent communication skills, both oral and written</li> </ul>	



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<b>Personal Attributes</b>	<ul style="list-style-type: none"><li>• Able to work effectively as part of a team and work alone</li><li>• Reliable, flexible, punctual and enthusiastic</li><li>• Able to respect confidential issues</li><li>• Able to adhere to policies, procedures and relevant legislation relating to child protection, health and safety, security, confidentiality, data protection and equal opportunities and any other policies/legislation in relation to the post.</li></ul>	
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### **The Application Process**

Please complete the application form available from our website.

#### **Guidance on completing the application form:**

Candidates are requested to complete the application form in full. Section B Personal Statement requires you to set out thorough evidence of how you meet the criteria included in the Person Specification. This will be used in the shortlisting process. This section should be no more than 1,000 words. Your completed application form should be emailed 'in confidence' to [thompson.f@framdurham.com](mailto:thompson.f@framdurham.com) as soon as possible. All applications will be acknowledged by email. Please DO NOT upload your application form to any of the websites on which this post is advertised. Please note that we do not accept CVs.

**Shortlisted candidates will be contacted in due course. Please note that we only contact shortlisted candidates.**

Framwellgate School Durham is committed to the safeguarding of children and young people. An enhanced disclosure from the DBS and barred list clearance will be required for this post, together with completion of a pre-employment health questionnaire.

**The Excel Academy Partnership  
at Framwellgate School Durham  
Newton Drive  
Durham  
DH1 5BQ  
Tel: (0191) 3866628**

If you have any queries prior to submitting an application please contact Fiona Thompson, Executive Assistant at [Thompson.f@framdurham.com](mailto:Thompson.f@framdurham.com).