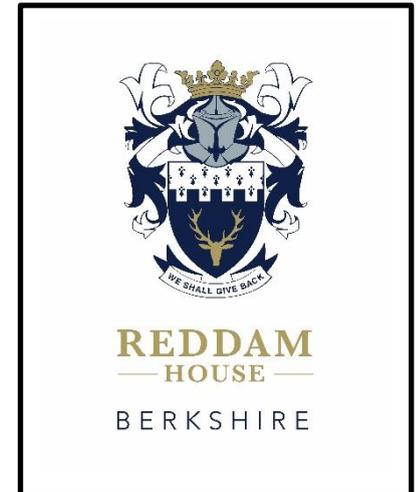


Job Description

Exam Invigilator

Reddam House Berkshire

Line Manager/Reporting into:	Data and Exams Officer
Contract Type:	Zero-hours
Working Hours:	Flexible hours, as required during examination periods
Closing Date for Applications:	Ongoing
Start Date:	February 2022



Reddam House Berkshire is seeking to appoint **Exams Invigilators** to oversee and supervise examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during all examination sessions.

“Inspiring Academic Excellence Across 5 Continents”

A definitive statement of excellence in private education, Inspired is a co-educational, non-denominational, independent school group designed to inspire students to achieve their maximum potential in a nurturing, progressive academic environment from ages 3 months to 18 yrs.

Inspired offers a fresh and contemporary approach to education by re-evaluating traditional teaching methods and curriculums, and creating a more dynamic, relevant and powerful model reflecting current attitudes. We nurture the unique individuality, talent and self-assurance of each student, equipping them to take on the world with the skills and confidence to ensure success.

Our current portfolio of 70+ schools currently operates across Europe, Asia-Pacific, Africa, the Middle East and Latin America, with quick ongoing expansion foreseen. The group has grown exponentially since its founding 7 years ago and offers a unique opportunity to join a connected global community obsessed with a dedication to excellence.

We take great care when selecting new colleagues to join Inspired Education and hand pick every single role. We believe true excellence in education is only achieved through an inspiring and passionate team with whom are dedicated to supporting our schools to recruit and retain students by sustaining engaging and inspiring learning environments through our 3 pillars of: Performing and Creative Arts; Academics and Sport.

Professionalism, responsive teaching, specialist knowledge, strong planning, excellent qualifications and an outstanding personal reputation, are just few of the core requirements we look for when recruiting Inspired teaching staff.

For more information about us, please visit [Inspired Schools - Premium Private Education \(inspirededu.com\)](https://www.inspirededu.com)

OUR SCHOOL

Reddam House Berkshire is a co-educational, independent school, housed in a Victorian mansion and set in 125 acres of wood and parkland.

Around 600 students between the ages of 3 months and 18 years are registered here (day students and boarders from age 11+). Children are recognised as individuals with unique skills to celebrate and given tailored support and guidance at each stage of their school career. Our structure of Early Learning School, Junior School, Middle School and Senior School means that every year group works with professionals who specialize and enjoy working with the students in their care.

The unique Reddam House philosophy and our formula for success are based to a large degree on the quality and depth of our curricula, cultural and sporting activities and especially our teaching staff, fully recognising that what goes on in the classroom between teacher and student strongly influences the success of the school.

www.reddamhouse.org.uk

WHY APPLY

“Be at the forefront of International Education”

When you join Inspired, you don't just join a business. You become part of a unique global community of passionate professionals, with unrivalled access to extensive guidance, support and advice all focused on creating a culture of excellence in education.

WHAT WE OFFER

- The most collaborative environment, at every level, that you will find anywhere;
- Excellent resources;
- Excellent professional development within the Inspired group and a global network of over 70 schools to learn alongside;
- At the leading edge of independent school thinking;
- A culture of excellence;
- Network of opportunities;
- Free delicious lunch;
- On-site parking

ROLE SUMMARY & JOB PURPOSE

To oversee and supervise examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions in accordance with the JCQ (Joint Council for Qualifications) Instructions for Conducting Examinations.

ROLE RESPONSIBILITIES

The principal responsibilities of the roles are:

- To prepare the examination room according to the requirements of the examination board (distributing papers and preparing associated materials);
- To supervise candidates in a quiet and unobtrusive manner to ensure examination board regulations are strictly observed;
- To supervise and ensure students with access arrangements are using their AA appropriately;
- To provide assistance to candidates during examinations (e.g. enable them to find their allocated seats quietly and efficiently or answering enquiries during examination sessions);
- To assist in the efficient timekeeping of examination;
- To provide accurate records of the exam including seating plan, attendance register, exam incident log;
- To deal with any minor behaviour issues in line with the academy policy, reporting any breaches of examination code of conduct to the supervising teacher/examinations officer immediately;
- To maintain the security of the examination papers and/or candidate scripts before, between and following the examination;
- To ensure the examination room is clear and tidied for the next session and that equipment is fully stocked;
- To be familiar with fire evacuation and other emergency procedures pertaining to exam invigilation.

Additional duties and responsibilities

- Be prepared to attend training as necessary ensuring all legislative and invigilation training is kept up to date;
- To have a working knowledge of all relevant Policies and Procedures;
- To establish effective working relationships with professional colleagues and other staff, as appropriate;
- Undertake all duties with due regard of the School's Health and Safety Policy and the Health and Safety at Work Act 1974 and all other relevant legislation;
- To actively promote and support the safeguarding of children in the pre-school, ensuring that all staff and volunteers observe the School's policies and procedures to keep children safe from harm;
- To carry out any such task as shall be deemed necessary to the smooth running of the school exam period.

This job description is not intended to be all embracing and the post holder shall be required to carry out any other duties as directed by their line manager, or other members of Senior Management, commensurate with training and experience.

The job holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy (including Child Protection Procedures) at all times.

PERSON SPECIFICATION**Outline of Key Abilities**

You are asked to focus on demonstrating the extent to which you meet each of the selection criteria when writing your personal statement.

Candidates who are shortlisted for interview will also be required to demonstrate their ability to meet the criteria outlined on this Person Specification during the selection process, except for their qualifications; these will be evidenced from the application form and your production of any original relevant certificates at interview.

Key

Person Specification:	E: Essential	D: Desirable
Demonstrated in one or more of the following:	A: Application Form	R: References
	I: Interview/selection process	

Qualifications and Experience

		E	D	A	R	I
1.	Educated to GCSE level A* - C or equivalent in English and Maths	✓		✓		
2.	Experience of working with students/young people	✓		✓		
3.	Previous experience in working in a school in a similar role		✓	✓		

Skills and Personal Attributes

		E	D	A	R	I
1.	Be reliable, flexible and readily available during exam periods	✓			✓	✓
2.	Excellent interpersonal skills and an ability to communicate with staff, students, parents and visitors	✓			✓	✓
3.	Excellent organisational and IT skills including a good working knowledge of Microsoft Office, in particular Microsoft Excel, and the ability to use other ICT skills	✓			✓	✓
4.	The ability to work under pressure to deadlines	✓			✓	✓
5.	Willingness to work collaboratively and flexible, as part of a team	✓			✓	✓
6.	The highest standards of personal integrity, energy, stamina and enthusiasm	✓			✓	✓
7.	A close attention to detail and a conscientious approach	✓			✓	✓
8.	Calm and efficient manner and ability to work under pressure	✓			✓	✓

HOW TO APPLY

An application/information pack can be downloaded from <http://reddamhouse.org.uk/> or TES.

Alternatively, for further details please contact vacancies@reddamhouse.org.uk

All applicants will be expected to provide:

- a supporting statement clearly outlining why they are interested in the position and school
- a completed application form with their details and history of education, employment, and achievements
- at least two referees from a recent/current appointment

SAFEGUARDING STATEMENT

Inspired are committed to safeguarding and promoting the welfare of children and young people and if successful you are expected to share this commitment. The protection of our students' welfare is the responsibility of all staff and individuals are expected to conduct themselves in a way that reflects the principles and values of our organisation.

Any successful applications will also be required to undergo rigorous child protection screening including checks with past employers and an enhanced DBS check as well as completing any relevant safeguarding assessments

VACCINATION STATUS

It is a condition of employment for all new staff to be vaccinated against Covid-19. You will be asked to provide visual proof of your status if you are offered a job with us. If you are unable to be vaccinated because of a relevant protected characteristic, then please discuss your situation with us in confidence during the interview process. Disclosure of vaccine status will be dealt with in accordance of the provisions within the GDPR Regulations.

EQUAL OPPORTUNITIES STATEMENT

Inspired Education is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, colour, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by law.

This policy applies to all employment practices within our organisation, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Inspired makes hiring decisions based solely the skills, experiences and attributes needed to continue to deliver excellence.