



Hillcrest School & Sixth Form Centre

Job Application Pack

Exam Invigilators Required

Causal hours, term time only

'Students' conduct is excellent. Around the school and in lessons, students are courteous and confident.'

'Strong ambition for improving outcomes for all students has led to good examination results.'

(Ofsted, July 2017).





Hillcrest School & Sixth Form Centre

Headteacher Julie Ann Davies BEd (Hons) N P Q H
Stonehouse Lane, Bartley Green Birmingham B32 3AE
Email: enquiry@hillcrest.bham.sch.uk

Tel: 0121 464 3172
Fax: 0121 428 1075

Dear Applicant,

I am delighted to introduce you to Hillcrest School and Sixth Form Centre and hope that you find the application pack along with the information on our school website useful.

Hillcrest School is an all-girls 11 to 16 school with a mixed sixth form located on a green field site in Edgbaston constituency on the south west edge of Birmingham. Our students come from a range of backgrounds from across Birmingham and surrounding areas.

The school was rated 'Good' with outstanding behaviour and safety by Ofsted in September 2013 and following a one-day short inspection in July 2017 retained our 'Good' rating. We are focused on continuing our drive for excellent attainment and progress outcomes, with an aspiration to be rated 'Outstanding' at our next inspection.



At Hillcrest, we provide each student with the opportunity to achieve their full potential in both academic and social terms. We combine the best of traditional values with the very latest in teaching methods and technologies and extracurricular experiences to inspire our students to succeed in everything they do.

We have very high expectations of our students. Great emphasis is placed on self-discipline and self-respect, hard work and achievement and high standards of behaviour. We have a highly qualified team of teaching and support staff who are committed to delivering quality administration and support services to our school.

If you want to provide outstanding support for our staff and students within a forward thinking, hard-working school community, we would like to hear from you.

Thank you for your interest in our School and I would like to take this opportunity to wish you well in your application.

Julie-Ann Davies, BEd (Hons), NPQH
Headteacher



Hillcrest School & Sixth Form Centre

Advert – Exam Invigilators

Casual hours, during exam periods

Do you have any free time during the school term and would like to earn some extra money?

We are looking to add to our team of Exam Invigilators to assist in supervising internal and external examinations throughout the year, predominantly during the peak exam season of May and June. Training will be provided for the successful candidates.

Applications are invited from individuals who are can demonstrate:

- Excellent communication skills- verbal and written.
 - Organisation skills.
 - Professionalism.
- Working as part of a team.
- Accuracy and attention to detail.
- Ability to follow procedures and policies.



Visit our website for further information and an application form www.hillcrest.bham.sch.uk/vacancies
Birmingham City Council application forms and CV's are not accepted. Please use Hillcrest School's application form on the school website and send your application to School.
For further information, please contact Mr Key- Examinations Officer on 0121 464 3172.

Please note that appointment is subject to enhanced DBS, medical and reference checks. Hillcrest School is committed to Equal Opportunities and to safeguarding and promoting the welfare of its students'

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement for this role.



How to apply

If you would like to apply for this position you will need to complete an application form. Our application form is available online from our website <https://www.hillcrest.bham.sch.uk/job-vacancies>

If you have any queries, please contact the school on 0121 464 3172.

Completing your application form

- Please read all the information provided before completing your application form.
- Please complete your form electronically (this is our preference) or, if handwritten, please use black ink: it is going to be photocopied and so needs to be legible.
- Birmingham City Council application forms and CV's are not accepted: we need information about all applicants to be presented in a consistent format so please use the application form on the school website.
- Please complete all sections: do not leave any blanks; put N/A if not applicable and give as much information as you can.
- Please continue on a separate sheet if you require more space to complete any section.
- Please include a cover letter addressed to the Headteacher outlining why you think you are suitable for the role (should not exceed 2 sides of A4)

Guidance for the completion of the section 'other relevant information in support of your application'

This is an important section of the application form as it gives you the opportunity to tell us specifically why you think you should be considered for the job, showing how well your skills, abilities and experience meet our requirements on the person specification. You should give clear examples rather than simply stating that you possess certain skills and abilities.

References

All offers of employment are subject to the receipt of a minimum of two satisfactory references. One of your references must be from your current or most recent employer. If your current/most recent employment does/did not involve working with children, then the second referee should be from the employer with whom you most recently worked with children. Neither referee should be a relative/friend.

Shortlisted applicants for posts are advised that references will be taken up **prior to interview**. Please note, unless you ask us not to we will assume it is acceptable to contact your references at any time.

Submission of applications

Completed application forms should be returned with a cover letter addressed to the Headteacher by the closing date.

Electronic application forms should be sent to: enquiry@hillcrest.bham.sch.uk

Postal application forms should be sent: F.A.O Headteacher, Hillcrest School and Sixth Form Centre, Stonehouse Lane, Bartley Green, B32 3AE.

Hillcrest School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all successful candidates.



Hillcrest School & Sixth Form Centre

Job Description

Job title:	Examination Invigilator
Department / Location:	Support Staff
Accountable to:	Exams Officer
Salary Grade / Range:	2

Job Purpose

To provide support to the examination process by supporting the Exams Officer with the day to day operation of internal and external examinations.

Work Performed

- Assisting with setting-up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures.
- Assisting candidates prior to the start of the examinations by directing them to their seats and advising them regarding possessions permitted in examination venues.
- Collecting all electronic devices and prohibited items eg, mobile telephones as soon as the candidates are seated, prior to the start of the examination and redistributing at the end of the examination.
- To begin and end the examination ensuring all procedures are followed correctly and examination board requirements have been met.
- To invigilate examinations according to examination board requirements under the direction of the Exams Officer.
- To deal with queries raised by candidates and examination irregularities in accordance with strict procedures, notifying the Exams Officer immediately when necessary.
- Checking attendance during examinations.
- Escorting candidates from venues during the examinations as required and supervising candidates whilst outside examination venues.
- Collecting and collating papers at the end of the examination and any other examination materials / equipment.
- Assist in the orderly dismissal of candidates from the examination venue.
- Assist the Exams Officer with other examination processes as and when required.

Other

- To be responsible for weekly submission of own timesheet.
- To attend and participate in meetings as required.
- To carry out duties as may be required from time to time commensurate with the overall responsibility of the post.
- To comply with and actively promote all school policies.
- To be smartly dressed, establish a business-like environment and promote excellent relationships and a positive ethos when communicating with students, staff, parents and external contacts.

Responsibilities
Safeguarding <ul style="list-style-type: none">• The jobholder is expected to observe their obligations in accordance with the School's Child Protection Procedure and the document 'Keeping children safe in education: Information for all school and college staff', and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. Copies of the above procedure and information can be obtained from the jobholder's line manager. Staffing <ul style="list-style-type: none">• No direct reports or staffing responsibility Financial <ul style="list-style-type: none">• Responsibility to report to the Headteacher or Chair of Governors any financial risks identified e.g cash not secured, potential theft or impropriety.'

Special Conditions of Employment

Rehabilitation of Offenders Act 1974

This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered. If during the course of their employment the jobholder is arrested, or summonsed for an offence or receives a conviction, a bindover order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately.

Such information will be treated in confidence, so far as this is consistent with the safety of children and compliance with statutory child protection procedures. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the School's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy. Nothing shall prevent you from disclosing information which you are entitled to disclose under the Public Interest Disclosure Act 1998, provided the disclosure is made in accordance with the provisions of that Act.

Equality and Diversity

Hillcrest School is committed to equality and values diversity. As such the School is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the School to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect, and are entitled to expect this in return.

Training and Development

Hillcrest School has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

Mobility

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the School that may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place. This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Job Description Reviewed By: Sharron Johnson

Date: June 2018



Hillcrest School & Sixth Form Centre

Person Specification

Job title:	Examination Invigilator	
Department / Location:	Support Staff	
Accountable to:	Exam Officer	
Salary Grade / Range:	Grade 2	
	I – Interview P – Presentation AP – Application Form Ref – References T- Test	
	Criteria:	
Experience	<ul style="list-style-type: none"> Experience of working in an education environment desirable 	AP/I
Skills and Abilities	<ul style="list-style-type: none"> Able to communicate with other members of staff and pupils An understanding of the examination process desirable Flexible approach / attitude Effective oral / written communication skills essential Numeracy skills essential Accuracy and attention to detail Ability to develop and maintain effective working relationships with a wide range of people Ability to work on own initiative with minimum supervision 	I AP/I I AP/I AP/I AP/I AP/I
Education and Qualifications	<ul style="list-style-type: none"> A*-C/4+ in GCSE English or equivalent 	
Knowledge	<ul style="list-style-type: none"> Ability to demonstrate an understanding of policies and procedures in relation to Child Protection / Safeguarding, Health and Safety, Equal Opportunities, Data Protection and Confidentiality within the school environment Willing to undertake job related training 	
Other Requirements	<ul style="list-style-type: none"> Must be able to work flexibly and within contracted hours Attendance at meetings as required. 	