

WHITBY SCHOOL

**Airy Hill Site, Whitby, North Yorkshire, YO21 1QA
Prospect Hill Site, Whitby, North Yorkshire, YO21 1LA
Age range 11-19**

Relief Examination Invigilators required for 2025

**Required at various times throughout the year
Salary range: NYC Grade C/D**

- Invigilators are required to supervise and assist with examinations in-school, both during the summer and at other times of the year, if available.
- The team invigilates examinations at GCSE and at Advanced Level; invigilators must be available at various times throughout the year, but predominantly from the beginning of May until the end of June.
- The post requires a responsible, calm and well-organised individual, who can work flexible hours.
- The post is paid on a claiming basis, using the Council's online MyView facility, a month in arrears, for hours worked, under the direction of the Examinations Officer.

Please telephone/access our website www.whitbyschool.co.uk for further details and a non-teaching application form.

Please contact j.robinson@whitbyschool.co.uk for further information

NB: All postholders are subject to Criminal Records checks for the Safeguarding of young people.

Please note that all applicants must complete a non-teaching application form and include a letter with their application, showing how their previous training and experience makes them a strong candidate for the post. Applications should be addressed to Jo Robinson via j.robinson@whitbyschool.co.uk

It will be most helpful if you could include day time contact details for yourself and your referees, including email addresses.

All candidates are subject to criminal records and safeguarding checks to ensure that they are suitable for work with young people.

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JOB DESCRIPTION

Job Title: Examinations Invigilator

Job Purpose: To assist and support the Examinations Officer in the correct running of examinations for Whitby School.

Main duties and responsibilities:

- To assist in preparing the room, such as laying out any papers or documents required.
- To admit candidates to the room in a quiet and orderly way.
- To assist with conducting the exam according to the Examination Board regulations.
- To assist with the registering of candidates present in the room.
- To be constantly vigilant when the exam is running and not do other tasks during this time.
- To report to the Exams Officer at least 15 minutes before the start of an examination session.
- To work as part of a team of invigilators.
- To support candidates, by carrying out the above duties and following the attached instructions, at what can be a stressful time for them.
- To partake in any relevant training as required and follow all School policies and procedures.
- Must be available to attend three training sessions per year.
- To be committed to the safeguarding and welfare of young people.
- Other related duties as may be required from time to time by your line manager or senior staff.

Other

1. To participate in professional development as required to be able to undertake the role effectively.
2. To be committed to the responsibility of safeguarding and promoting the welfare of young people.
3. To be aware of health and safety in one's working area, ensuring good working practises, raising any concerns about health or safety to the site team/Business Manager or other personnel as appropriate.
4. To be aware of the staff privacy policy, confidentiality and be compliant with GDPR within your role.

Whitby School
PERSON SPECIFICATION

TITLE: EXAMINATIONS INVIGILATOR

D = desirable; A = assessed through application form; I = assessed at interview

| Person Specification | Skills and Attributes | Essential | D | A | I |
|--|---|------------------|----------|----------|----------|
| Qualifications and experience | Good numeracy and literacy skills to GCSE standard | ✓ | | ✓ | ✓ |
| | An awareness of 'safeguarding of children' procedures | ✓ | | ✓ | ✓ |
| | Computer literacy | ✓ | | ✓ | |
| Personal and interpersonal skills | Able to follow administrative procedures, understand and follow instructions | ✓ | | ✓ | ✓ |
| | Good communication skills | ✓ | | ✓ | ✓ |
| | Experience of working within a learning environment | | ✓ | ✓ | ✓ |
| | Able to relate well to young people and adults, and deal sensitively with parents, pupils and colleagues in person and by telephone | ✓ | | | ✓ |
| | Able to work on own initiative and constructively as part of team, ensuring good communication and collaboration with colleagues | ✓ | | ✓ | ✓ |
| | Ability to remain calm and polite under pressure | ✓ | | ✓ | ✓ |
| | Good organisation and concentration skills with the ability and willingness to learn new duties and adapt to changing circumstances | ✓ | | ✓ | ✓ |
| | Able to engage and work with young people, including those who are disaffected | ✓ | | ✓ | ✓ |
| | Ability to work well as part of a team | ✓ | | ✓ | ✓ |
| | A flexible and adaptable approach to work | ✓ | | ✓ | ✓ |
| | Good time management skills | ✓ | | ✓ | ✓ |
| | Demonstrates a "can do" attitude, including suggesting solutions, participating and meeting expectations | ✓ | | ✓ | ✓ |
| Staff Development | Evidence of commitment to continuing personal professional development | ✓ | | ✓ | ✓ |
| Child Protection | A commitment to the safeguarding and welfare of young people. | ✓ | | ✓ | ✓ |