



Lord Grey School

INFORMATION FOR CANDIDATES

2009-2010

EXAMINATION INVIGILATOR



Lord Grey School

Welcome from the Headteacher

October 2009

Dear Prospective Applicant/Candidate,

Thank you so much for considering applying to Lord Grey School in Bletchley. We are a learning community of approximately 1400 students and over 150 staff. Lord Grey is an 'improving' school which is totally committed to school improvement and developing the life chances of the young people in our care. We are a very inclusive and caring school, with aspirations to high academic achievement. We are very proud of our specialisms in Languages and Humanities and we have superb international links, especially in Europe and with Ruyan High School in China.

As the new Headteacher, I am very proud to be the leader of such a dynamic and vibrant school. This is a school that is really 'on the up'. We are an over subscribed school and have excellent links with our local feeder schools within the West Bletchley Partnership. We have a superb School Council and our students are bubbly, bright and fun. They are, for the most part, very committed to working alongside the staff on school improvement.

We have a good Sixth Form and are involved in an innovative project called MK South Sixth Form alongside Leon School. We offer a wide range of post 16 courses at Level 2 and Level 3, and are constantly striving to offer curriculum diversity and to widen our post 16 offer.

The school is housed on a large site in West Bletchley, with a mixture of buildings from virtually every decade since the 1960s; overall our accommodation is good and our ICT provision, across the campus, is very positive. We are proud to boast of a new 21st Century frontage to the school, which houses some English and ICT classrooms, as well as offices, Student Services and our new Reception. We have a rolling programme of maintenance on our older buildings and an excellent Languages facility with state of the art classrooms.

The staff are compassionate and believe in treating every student as an individual. We believe in working in close partnership with parents, other local schools and colleges, the Local Authority and local community groups. We have a very supportive Governing Body and excellent links with some MK faith groups and businesses.

Our most recent Ofsted inspection, in 2007, confirmed that we are a 'satisfactory' school, with some good elements and it recognised that we are on a journey of school improvement. Personal development and the well being of students were deemed to be 'good' elements of the school; however Ofsted challenged the school to build strong and consistent leadership at all levels and to improve the independent learning of students, especially in readiness for the Sixth Form. Ofsted commented that behaviour for learning was much improved and that



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student participation is on the way up. We are also focussed on improving the quality of teaching and the way Assessment for Learning is used to give summative and formative feedback to students.

As the new Headteacher, appointed for September 2009, I can tell you that we are determined to rise to all of these challenges. I believe in creating good young citizens and have a firm focus on 'rights and responsibilities'. We have a set of core values that students are asked to keep to and I believe in mutual respect backed up by a rigorous code of conduct.

The school believes in praising young people and celebrating the success of those who do well; we have a clear rewards and consequences system and a good pastoral system based on Heads of Year, to support staff and learners. The school has an excellent programme of staff CPD and we have an outstanding track record in supporting staff in career development and training.

Bletchley itself is the home of 'Bletchley Park', where the WW2 'Enigma' code was discovered – indeed this site of historical importance and tourist attraction is just a few minutes walk from the school. Bletchley is a lively town on the outskirts of Milton Keynes, and offers plenty of accommodation, good shopping and good rail links to London and Birmingham. Milton Keynes is centrally placed with excellent transport links, by both road and rail, to the rest of England. MK is one of the fastest growing cities in Europe and has superb shopping, many bars and restaurants and a very good theatre. With excellent cinemas, Xscape and the Snow Dome, MK Dons and two large ten-pin bowling facilities, there is plenty to do in Bletchley and MK. For those who prefer the countryside, there are many beautiful Buckinghamshire and Northamptonshire villages on the periphery of Bletchley.

Having read all of this, if you are interested in making an application, we would be delighted to hear from you. Come and join us on our journey of school improvement!

Dr Tracey Jones
Headteacher



Lord Grey School

School Motto

Aspire, Learn, Achieve

Our Aims

Lord Grey School expects you to:

- Achieve your personal best
- Contribute and enjoy
- Value and understand yourself and others
- Embrace opportunities
- Learn from mistakes
- Develop confidence
- Respect our core values

Lord Grey School Mission Statement

We celebrate our diverse and vibrant learning community and we strive to be an inclusive comprehensive school which aims to further aspirations and meet the needs of all stakeholders through the provision of high quality learning opportunities.



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Advertisement

EXAMINATION INVIGILATORS NEEDED CAN YOU HELP?

We require Examination Invigilators to join our busy team to help with examinations throughout the year. Successful applicants must be extremely reliable and flexible, be able to relate to and work with teachers and students and have effective oral communication skills.

Experience is desirable, but training will be provided. Hours will be variable and dependent upon external examination dates. The main task is quietly supervising and ensuring that examinations are correctly carried out. You can give as little or as much time as you like and even if you are a parent of a student sitting examinations, we will still be able to use your services in examinations they do not sit. Hourly rate: £7.00.

To receive an application form and job description, please contact Caron Horne, Human Resources Assistant on 01908 626117.



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Job Description

Job Description

POST TITLE: EXAMINATIONS INVIGILATOR
RESPONSIBLE TO: EXAMINATIONS AND PERFORMANCE DATA MANAGER
GRADE: MK2

JOB PURPOSE

The role of Examinations Invigilator requires the post holder to undertake organisational and administrative work which provides support to the Examinations and Performance Data Manager in delivery of a high quality experience for staff and students, during the examination periods.

PRINCIPAL ACCOUNTABILITIES

- To observe all school policies, procedures and working practices
- To strive towards continuous improvement and to foster an enterprising culture
- To undertake any other duties which are reasonable within the scope and grade of the post
- To ensure the effective implementation of the school's Equalities Policy
- To contribute towards the delivery of high quality education for all students

Preparing the Exam Hall

- Ensuring that the room meets JCQ requirements (for example centre number and clock clearly visible to all)

Starting the Exam

- Getting candidates into the exam hall in an appropriate manner
- Ensuring that candidates have correct papers
- Ensuring correct identification of all candidates
- Dealing with extra candidates not on the register
- Ensuring candidates are aware they are under exam conditions, retrieving mobile phones etc
- Reading erratum notices
- Notifying candidates of the start of the exam
- Recording start and finishing times of exams

During the Exam

- Opening and distributing papers and any other authorised materials to candidates
- Ensuring the attendance register is completed
- Contacting a teacher in the subject area when candidates raise a concern or problem with the paper that requires the professional judgment of a teacher
- Ensuring late candidates are briefed, seated and allowed to partake in the exam with minimum fuss (record of time of arrival must be added to record of invigilation)
- Supervising candidates in a quiet and unobtrusive manner
- Responding to candidates' queries in accordance with the exam regulations



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- Supervising any candidates who may need to leave the room in accordance with exam regulations (Providing that any necessary CRB checks have been carried out)
- Supervising 'clash' candidates between exams. (Providing that any necessary CRB checks have been carried out)
- Distributing additional paper/equipment as required
- Ensuring that school policy is adhered to

Finishing an Exam

- Ensuring that efficient timekeeping is maintained
- Notifying candidates that the exam has finished
- Ensuring exam conditions are maintained until candidates are dismissed from the room
- Collecting scripts in attendance register order
- Checking that nothing has been left at the desk and no graffiti has been made during the exam
- Ensuring that scripts are never left unattended and are safely delivered to the Examinations and Performance Data Manager
- Ensuring that there are no missing scripts

This job profile is a guide to the work that you will initially be required to undertake. It may be altered from time to time to meet changing circumstances. Staff are expected to carry out any reasonable instruction given by the Headteacher or other such authorised person as to allow for the effective running of the school. This job profile does not form part of your contract of employment.



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Person Specification

PERSON SPECIFICATION EXAMINATIONS INVIGILATOR		
CRITERIA		E/D
EXPERIENCE/ KNOWLEDGE	Experience of: <ul style="list-style-type: none"> Working in a controlled environment Working in a school environment Basic knowledge of the exam system 	D D E
TECHNICAL JOB RELATED SKILLS	<ul style="list-style-type: none"> Effective oral and written communication skills Interpersonal skills Accuracy and attention to detail First Aid Certificate Organisational skills 	E E E D E
PERSONAL JOB RELATED SKILLS	<ul style="list-style-type: none"> Ability to relate to candidates yet maintain an air of authority Ability to communicate with candidates and members of staff clearly and accurately Ability to work to predetermined instructions Ability to work as part of a team or alone as necessary Reliability and punctuality Ability to keep calm under pressure or during unexpected circumstances Common sense and initiative Ability to judge when a decision is not theirs to make Ability to be firm but fair at all times 	E E E E E E E E
EDUCATION/ QUALIFICATIONS	<ul style="list-style-type: none"> Equivalent of 4 GCSE subjects at Grade C or above Evidence of relevant further education/training eg NVQ Willingness to undertake further work related training 	D D E
OTHER REQUIREMENTS	<ul style="list-style-type: none"> Commitment to uphold the school's equalities policy 	E