



## **INFORMATION FOR CANDIDATES**

**2018-2019**

## **EXAMINATION INVIGILATORS**

“Lord Grey Academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.”



# Lord Grey Academy

*Aspire, Learn, Achieve*



## School Motto

# Aspire, Learn, Achieve

## Our Aims

### Lord Grey Academy 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:
  - Be resilient, independent and hardworking;
  - Be kind, caring and positive;
  - Be ambitious, aspirational and determined;
  - Be respectful, helpful and honest.

## Lord Grey Academy Mission Statement

‘Lord Grey Academy is a future-driven, aspirational and inclusive school offering all learners outstanding social and academic opportunities. Our international, national and local community links promote the development of fulfilled and successful young people. We aim to maximise learner potential to the highest academic levels and to encourage a love of learning that will last a lifetime. We are a high achieving school with an ambition to become an outstanding first choice local school’.

**Lord Grey is a “good school”, Ofsted, July 2014**



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## Welcome from the Principal

Dear Prospective Applicant/Candidate,

Thank you so much for considering applying to Lord Grey Academy in Bletchley. We are a learning community of approximately 1490 students and over 150 staff. Lord Grey 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 high aspirations.

As the Principal, I am very proud to be the leader of such a dynamic and vibrant school. This is an Academy that is really 'on the up'. We are an oversubscribed school and have excellent links with our local feeder schools within the Bletchley Partnership. We believe in working in close partnership with parents, other local schools and colleges, the Local Authority and local community groups. We are part of TOVE Learning Trust, as part of their Multi Academy Trust, and we are excited to be in this family of likeminded schools.

We believe in treating every student as an individual and our students are wonderful to work with; they are respectful, polite and engaging. The academy 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 vertical pastoral system led by Heads of House, to support learners and staff.

We have a good Sixth Form and we offer a wide range of Post-16 courses at Level 2 and Level 3; we are constantly striving to offer curriculum diversity and to widen our Post-16 offer. Ofsted 2014, recognised the Sixth Form as a real area of strength in the academy and value added outcomes have been consistently positive since.

The academy has an excellent programme of staff CPD and we have an outstanding track record in supporting staff in career development and training. We hold the prestigious Institute of Education Gold Award for professional development. The large staff are very welcoming and everyone who works here values the support and friendship that they are offered.

At Lord Grey Academy we understand the importance of a sustainable work-life balance and are committed to a rolling review of processes and practices to ensure that they do not get in the way of effective planning for great teaching and learning.

Faculty meeting time and CPD programmes encourage and facilitate collaborative planning in order to develop great strategies and resources whilst alleviating workload pressures. CPD provision is varied and tailored to teachers' skills and ambition. For colleagues interested in research-led, enquiry based CPD our CPD programme can offer opportunities to work as a research lead or take part in action research projects in a specific area of interest.



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Leadership at all levels is encouraged and an in-house leadership development programme is attended by all middle leaders. Middle leaders are also encouraged to seek external accreditation through NPQML and NPQSL programmes as appropriate.

As part of a newly enlarged Multi Academy Trust, there are exciting career opportunities for committed and ambitious individuals who are looking for a long term career within one organisation.

The academy is situated on a large site in West Bletchley on the southern side of Milton Keynes. Bletchley itself is the home of 'Bletchley Park', where the WW2 'Enigma' code was discovered – 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. Milton Keynes 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 a range of other leisure options, there is plenty to do in Bletchley and Milton Keynes. 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! Lord Grey Academy is a school that is really working hard to be a truly great place of learning.

Mr Jim Parker  
Principal



## Advertisement

### EXAMINATION INVIGILATORS NEEDED CAN YOU HELP?

We are seeking to appoint, on a casual basis, committed and understanding invigilators to join our team and support students through one of the most critical stages of their education.

Successful applicants will be required to work as part of a team or alone, have a good eye for detail and be able to remain calm under pressure. Experience is desirable, but training will be provided. Days and hours will be variable and dependent upon examination dates. The rate of pay is £8.62 per hour (£9.65 per hour inclusive of holiday pay entitlement).

If you are looking for an interesting and challenging role in the school environment, are hardworking, confident, dedicated and reliable please refer to the application pack which can be downloaded from the vacancies area on the school website following the link below:

A candidate information booklet and application form are available on the vacancies section of Lord Grey Academy's website:

<http://www.lordgrey.org.uk/general-information/vacancies/>

Please note the application form is available on the right hand side of the above link.

Completed application form and covering letter should be submitted to Human Resources at Lord Grey or emailed to [hr@lordgrey.org.uk](mailto:hr@lordgrey.org.uk) as soon as possible.

Only successfully short listed candidates will be contacted.

*The school is committed to safeguarding children. The successful applicant will require an enhanced DBS check.*



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## JOB DESCRIPTION

POST TITLE: EXAMINATIONS INVIGILATOR  
RESPONSIBLE TO: EXAMINATIONS MANAGER

### JOB PURPOSE

The role of Examinations Invigilator requires the post holder to undertake organisational and administrative work which provides support to the Examinations 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, Child Protection and Safeguarding 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



# Lord Grey Academy

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