



Exam Invigilators

Employment Status	Casual Zero-Hour Basis
Employment Location	Framlingham College Senior School
Application Closing Date	Applications will be viewed upon receipt, you are therefore advised to apply at your earliest convenience.
Interviews	To be confirmed

IMPORTANT INFORMATION

Framlingham College is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.



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Framlingham
COLLEGE

WHERE EVERY PUPIL CREATES THEIR OWN STORY



Welcome from the Director of People

We are seeking to add some new members to our existing team of exam invigilators. We require candidates who are confident and authoritative who will ensure exams run smoothly and in line with outlined guidance. The role may include scribing or reading for students who have qualified for access arrangements because of special educational needs and disabilities. The key exam season is during the Summer Term, however, hours are also available at other times of the year when exams are undertaken. Its advantageous that candidates have good and flexible availability.

Exam Invigilators work on a casual zero-hour basis, full training is given and there is an annual update training which the team are invited to attend, usually in October.

Invigilators are allocated morning and/or afternoon sessions on a first come first served basis. Morning sessions start at 08.45, with the exams beginning at 09.00. Afternoon sessions start at 13.30, with exams beginning at 13.45. The length of an individual session varies, depending on the subject and whether candidates require extra time. The salary is £11.00 per hour inclusive of holiday pay.

Invigilators are required to undergo an enhanced DBS check, the cost of which is covered by the College. However, we insist on individuals subscribing to the DBS Update Service at an annual cost of £13, to prevent disclosures expiring between periods of work. Further information on this can be found here: <https://www.gov.uk/dbs-update-service>.

If you have a disability or long term illness that otherwise prevents you from meeting any of the essential criteria listed in the person specification, please contact us to discuss whether a reasonable adjustment can be made.

We are always excited about enthusiastic, like-minded professionals joining our school and very much look forward to receiving your completed application.

With best wishes,

Sally Wood
DIRECTOR OF PEOPLE, FRAMLINGHAM COLLEGE

How To Apply

Before applying, you are strongly advised to read through the Application Guidance Notes and Job Applicant Privacy Notice (available on our website).

Please submit a cover letter outlining your suitability for the role together with an application form.

Applications will be viewed upon receipt, you are therefore advised to apply at your earliest convenience. Interview dates will be confirmed if you are shortlisted for interview.

Please send your cover letter and completed application form to: **The HR Department, Framlingham College, College Road, Framlingham, Suffolk. IP13 9EY**. You can also email your application to: **recruitment@framlinghamcollege.co.uk**

All information within your application will be treated confidentially.

References

All successful appointments at Framlingham College are subject to receipt of two satisfactory references and all applicants will undergo child protection screening, including checks with previous employers and the Disclosure and Barring Service. Further information can be found within the Application Guidance Notes.



Job Information

Reports To

Examinations Officer

Primary Job Location

Framlingham College Senior School

Hours

As required by the Examinations Officer. Morning sessions start at 08.45, afternoon exams start at 13.30.

Basis

Casual Basis

Job Description

JOB PURPOSE

To support the smooth running of exams ensuring all regulatory requirements are adhered to.

KEY RESPONSIBILITIES

- To manage the timing of the examination session, and manage the collection of exam papers as required;
- To ensure compliance with the Data Protection Act/GDPR regulations and student confidentiality;
- To ensure the examination room is set out correctly and meets requirements;
- Ensure that all notices are prominently displayed;
- To ensure the security and integrity of the examination throughout its duration in accordance with school policy and Examination Board guidelines;
- Distribute examination papers and examination materials in accordance with Examination Board requirements and seating plan provided by Examinations Officer;
- Mark the attendance register for each examination, reporting any absences to the Examinations Officer
- Deal with any emergencies such as illness or fire evacuations;
- Collect exam papers and check against Exam Board attendance register before returning to Examinations Officer;
- Monitor the room during the exam and report any irregularities or malpractice to the Examinations Officer, providing a written report if required;
- Acting as reader or amanuensis (scribe), and/or to prompt and supervise word processing to individual students as required;
- To undertake training sessions in order to upgrade specific knowledge as detailed by the Awarding Bodies;
- You have a legal duty to take reasonable care of your own health and safety and that of others and you are expected to be familiar with, and adhere to the schools Health and Safety Policy;



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It is the post 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 with, to adhere to and ensure compliance with the school's Safeguarding Policy at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's Designated Safeguarding Lead.

This Job Description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder.

Person Specification

E = Essential • D = Desirable

PROFESSIONAL EXPERIENCE

	E	D
Experience gained working within a school environment		✓
Experience of supervising large groups		✓
Previous invigilator experience		✓

PROFESSIONAL COMPETENCIES & SKILLS

	E	D
A good standard of education. English and Maths GCSE grade C and above – or equivalent.	✓	
Good understanding of the role of an exam invigilator.	✓	
Sound computer skills and working knowledge of the internet.	✓	
Good attention to detail.	✓	
Good command of the English language and strong written communication skills.	✓	
An understanding of and respect for the confidentiality required by the post.	✓	

PERSONAL ATTRIBUTES

	E	D
Collaborative and supportive team player	✓	
Flexible approach to work	✓	
Professional appearance and manner	✓	

SAFEGUARDING CHILDREN

	E	D
Awareness of safeguarding children issues.	✓	
Knowledge of safeguarding children legislation and good practice.		✓



Our Location

Framlingham College comprises of the Prep School in the beautiful surroundings of the idyllic neo-Tudor Brandeston Hall beside the River Deben in the village of Brandeston, and the Senior School, set amongst stunning surroundings in the market town of Framlingham - approximately five miles from Brandeston.

The town of Framlingham pre-dates its mention in the Domesday Book of 1086 and is perhaps most famous for its castle. This magnificent monument occupies a hill on one side of the town's mere, while the Senior School campus tops the rise opposite.

On Tuesdays and Saturdays, the town centre hosts a busy market selling food and drinks, gifts and collectibles. Framlingham boasts a range of independent shops, covering practically every need, while the numerous eating places and pubs cater to almost every taste.

Just a few miles from Suffolk's Heritage Coast - embracing Aldeburgh and Southwold, amongst many other seaside locations - Framlingham is about 35 minutes by car from the county town of Ipswich, 40 minutes from Bury St Edmunds in the west of the county and an hour from the city of Norwich in Norfolk.

There are regular trains from Ipswich to London's Liverpool Street station. London Stansted Airport and Norwich Airport are each just over an hour's drive away from Framlingham.

About Framlingham College

Framlingham College is a co-educational, independent boarding and day school for pupils aged 3 - 18.

The College embraces pupils with a wide range of interests and abilities and offers a huge number of co-curricular activities and sports that complement our academic curriculum and enrich our pupils' experience. We believe that learning happens within and beyond the classroom; our pupils and staff have high expectations of and for themselves within a supportive and aspirational environment. We believe in instilling curiosity, a spirit of enquiry and a love of learning for learning's sake, in every pupil.

Our vision is to develop in each child the knowledge and skills they need to thrive as global citizens in their adult world.