



# Clitheroe Royal Grammar School

Founded in 1554

## EXAMINATION INVIGILATORS

**£12.45 per hour**

**Term Time Casual Contract**

Clitheroe Royal Grammar School is seeking to appoint Exam Invigilators who will be required throughout the year for internal and external examinations on a casual contract basis.

The role of an invigilator is to provide a calm environment in which candidates can perform to the best of their ability. Invigilators are required to follow specific guidelines and regulations in order to maintain the integrity and security of the examination process whilst ensuring this ordered environment. Experience is desirable but not essential as training will be given.

The ideal person will need to be calm, well organised, reliable and flexible. You must be able to deal with students in a calm and professional manner. You must also be able to use your initiative and work well as part of a team.

The internal examinations take place in November, December and April with the public examination season running from May until the end of June. A commitment to being available during these times is essential although it is not expected that you be available every day during these times as a flexible approach is taken to allow for other life/work commitments.

**Application packs can be downloaded from our website: Completed application forms should be returned by email to: [exams@crqs.org.uk](mailto:exams@crqs.org.uk)**

**The closing date for applications is 12 noon on Friday 17th January 2025. Interviews are expected to take place week commencing Monday 27th January 2025.**

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check. Please note that, in line with Keeping Children Safe in Education 2024, an online search will be carried out as part of our due diligence on shortlisted candidates.



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December 2024

Dear Applicant

Thank you for your interest in the post of Examination Invigilator at this school. Clitheroe Royal Grammar School is a mixed selective 11-18 Single Academy Trust. The school is not only a historic school but also one which is forward-thinking, welcoming and responsive. The school is a centre of excellence and one of the highest achieving schools in the country, we were judged 'Outstanding' by Ofsted in November 2022. Our school is renowned for high quality teaching and learning, outstanding pastoral care and extensive extra-curricular provision.

We have two sites in Clitheroe, half a mile apart. Our York Street site is home to the thriving and vibrant Sixth Form with over 667 students on roll. Our Chatburn Road site is where our heavily over-subscribed Main School is located; we currently have 808 Main School students on roll, set to increase to 900 by September 2027 taking capacity to 1,613 students.

We are seeking to appoint Examination Invigilators to assist during the internal and external examination season. Your role would be to ensure examinations are carried out diligently and conducted in accordance with the Joint Council for Qualifications (JCQ) regulations. The nature of this role will include standing for extended periods during the exam, which can last between three to four hours, supervising students during their examination and respond to any issues that may arise during this period.

**Your Application:** If, after reading the accompanying background information, you feel that this is the post for you (and we hope that you will) then we would ask you to submit a focused application including the following:

**Letter of Application:** This should be no more than 2 sides of A4 and should cover your experience, skills and knowledge you have, to be considered for the job.

**Application Form:** This will be photocopied so we would ask you to write clearly using black ink. Please note that it is not necessary to include a Curriculum Vitae (unless it contains information not included elsewhere in your application). Both the application form for support staff and recruitment and monitoring form can be found on our website <https://www.crgs.org.uk/about-us/vacancies/>

Applications should be marked for the attention of the Bursar and returned by post or email to [exams@crgs.org.uk](mailto:exams@crgs.org.uk) no later than **12 noon on Friday 17<sup>th</sup> January 2025**. Interviews are expected to take place week commencing **Monday 27<sup>th</sup> January 2025**.

If you have any queries or would like to discuss this opportunity, then do not hesitate to contact me. If you submit an application and have not heard from us by 14<sup>th</sup> February 2025, please assume that your application has been unsuccessful on this occasion. If this is the case, I would like to thank you for your interest and application. We look forward to hearing from you.

Yours sincerely

Lynne Higginbottom

**Bursar**



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Job Description – Examination Invigilator	
<b>Pay Rate:</b>	£12.45 per hour
<b>Location:</b>	York Street or Chatburn Road
<b>Terms and Conditions:</b>	Casual contract
<b>Responsible to:</b>	Examinations and Assessment Officer, Bursar
<b>Staff responsible for:</b>	None

## Core Purpose of the Role

- To assist the Examinations and Assessment Officer in the effective administration of examinations in accordance with the rules of conduct for exams

## Main Activities

- Checking exam boxes and ensure all go to the correct exam room
- Ensuring that the room meets JCQ requirements
- Getting candidates into the exam room in an appropriate manner
- Ensuring correct identification of all candidates
- Dealing with extra candidates not on the register
- Ensuring candidates are aware they are under exam conditions, retrieving unauthorised items such as mobile phones etc.
- Opening and distributing papers and any other authorised materials to candidates
- Dealing with queries in relation to insufficient papers etc.
- Notifying candidates of the start of the exam
- Recording start and finishing times of the exams
- Ensuring the attendance plan is completed and the Examinations and Assessment Officer notified of any absences
- Contacting the Examinations and Assessment Officer when candidates raise a concern or problem with the paper
- Ensuring late candidates are briefed, seated and allowed to undertake the exam with minimum fuss and recording any such occurrence
- Supervising candidates in a quiet and unobtrusive manner
- Responding to candidates' queries in accordance with the regulations
- Supervising any candidates who may need to leave the room in accordance with exam regulations
- Distributing additional paper/equipment as required
- Ensuring that efficient timekeeping is maintained
- Recording times and details for any eventuality occurring during the examination
- Notifying candidates that the exam has finished
- Collecting scripts in attendance register order
- Ensuring exam conditions are maintained until candidates are outside of the exam room
- Checking that nothing has been left at the desk and no graffiti has been made during the exam

- Ensuring that the exam room is left in a suitable condition for the next exam
- Ensuring that scripts are never left unattended and are safely delivered to the Examinations and Assessment Officer
- Supervising 'clash' candidates between exams in accordance with exam regulations
- Standing for long periods of time
- Invigilators must be able to perform all elements of the role in the exam room as directed by the Examinations and Assessment Officer

### **Support for the School**

- To work within and promote all school policies and procedures
- To have due regard for safeguarding and to follow child protection and procedures adopted by CRGS
- To attend skill training and participate in personal/performance development as required
- To work positively and inclusively so that the school provides a workplace and delivers a service that does not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities
- To uphold and promote the values and ethos of the school
- To take care of one's own and other people's health and safety
- To be aware of the confidential nature of issues arising within a school and maintain strict confidentiality at all times

### **Conditions of Service**

- Conditions of Service are in accordance with the National Joint Council conditions of service relating to Local Government staff
- The post holder is an employee of Clitheroe Royal Grammar School and will be expected to work at either site
- The successful candidate will be expected to undertake training as appropriate

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be subject to Disclosure and Barring Service checks. In line with Keeping Children Safe in Education 2024, an online search will be carried out as part of our due diligence on shortlisted candidates. We welcome applications regardless of age, gender, ethnicity or religion.

The key responsibilities and duties set out the area of work in which duties will generally be focused and give an example of the type of duties that the post holder could be asked to carry out. Post holders are expected to be flexible and may be required to carry out different duties as may be reasonably assigned by the Bursar or Examinations and Assessment Officer.

### **Equal Opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

### **Health and Safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.