



Stoke Newington School
& Sixth Form



Recruitment Pack

Exam Invigilator

Immediate Start

‘We have a culture rooted in high expectations for all, which cultivates a love of learning and ambition, together with a strong sense of belonging.’



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Dear Applicant,

Thank you for your interest in the post for **Exam Invigilator**. This is an exciting time to be working with us as we move forward to enhance our offer, so we achieve outstanding academic outcomes and close the gaps in student achievement.

We are an oversubscribed school with a diverse and enthusiastic student intake reflecting our local vibrant community. Our recent Ofsted inspection (July 2022) recognised us as a “Good” school with many strengths. Our students are “proud of the diverse nature and inclusive ethos of their school. Enthusiastic and committed teachers make lessons interesting for pupils,” and “teachers have strong subject knowledge and are passionate about their subjects.”

The successful candidate will:

- Care deeply and have high ambitions for every one of our students.
- Be flexible and adaptable.
- Have experience of working with young people in a school or other setting
- Be organised and reliable.

We are committed to our pledge of being an anti-racist school and strive to have a workforce reflective of our school body. Applicants from Black and Global Majority backgrounds are strongly recommended to apply.

Best wishes,

Zehra Jaffer
Headteacher



Staff Benefits

We understand teaching and working in schools can be hugely rewarding but can also be demanding. Our staff are totally committed to the young people, colleagues, and families in our community. We seek for all our staff to have a healthy work-life balance. Our staff benefits are one way we show our appreciation to our staff.

Pensions

Pensions are an important part of our life planning. We understand that and we want to make it as easy as possible for you to access the right pension scheme for you. When you join SNS, you are eligible to join the relevant pension scheme.

Health and Wellbeing

Balancing everyday life with the requirements for work and home can create pressures for all of us. Work is a large part of people's lives. Each member of the teaching staff is equipped with a laptop. However, it is vital to ensure that there is a productive, healthy environment that is conducive to a healthy lifestyle. We actively encourage emails to only be sent during 7am and 6pm of a school day, and not during the weekend. The school will operate a texting service to alert staff should there be a need in an emergency.

A subsidized lunch from our school canteen helps our staff through the day. The culinary offer is wide and highly popular with staff and students alike.

Optical expenses – we offer free eye tests for staff who use display screen equipment.

All employees are part of the Employee Assistance Programme. The Employee Assistance Programme is a 24/7 confidential service giving employees access to a range of support from lawyers, health, and wellbeing professional, financial and debt specialists, and counsellors. This free service can be used to support you with any personal or work-related issues that may be affecting your wellbeing.

Getting to work

By public transport:

Season ticket travel loans are available so staff members can take advantage of discounted annual fares for travelling to work by public transport.

By car:

We have on-site parking. Applications will be considered on an individual basis.

Cycle Scheme:

We encourage all staff to walk or cycle to work if possible. The school's Cycle Scheme provides staff members with the opportunity to purchase a bike of their choice, tax free. Spread across monthly payments deducted from your salary.

Discounts

Staff are offered a Vectis card, this is a discount card offering savings across retail shops, tourist attractions and holidays. Clissold Leisure Centre, immediately opposite our school, offers a 10% discount on their membership scheme.



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SNS Staff Association

A strong sense of belonging is essential for us to thrive in the workplace. Our staff association holds events for staff, and their families, from weekly football, half-termly socials and Family Fireworks evening. In addition, such events as the Community Evening and our annual school performance are open to all staff and their families.



Exam Invigilator

Required for Immediate Start

£16.80/hour including holiday pay

No set contracted hours – hours and days will vary according to the exam's timetable and as required. Availability may be required between the hours of 8am and 5pm, Monday to Friday. Working days will vary.

The school

This is an exciting opportunity to contribute to a successful and popular 11-19 inner-city comprehensive school. The school is proud of all its subjects and is especially committed to creative teaching and learning. We aim for every colleague to have excellent professional development which leads to every student having an outstanding education. Stoke Newington School is actively committed to being anti-racist, and inclusive, by striving hard to challenge through our curriculum. We seek to inculcate and strengthen the knowledge, confidence, and skills for all in our community to challenge racism.

The Post

We are seeking a responsible and exacting Exam Invigilator to join us on a casual contract. The ideal candidate will have excellent communication skills, an attention to detail, abide by necessary examination regulations and the ability to use their own initiative. Experience of working in a school environment and some knowledge of the 'Instructions for the Conduct of Examinations' produced annually by the JCQ (Joint Council for Qualifications) would be advantageous but not required.

Our ideal candidate will have:

- Strong attention to detail.
- Ability to follow regulations and processes.
- The ability to act on their own initiative.
- The ability to be firm but fair.
- The ability to work in a way that promotes the safety and wellbeing of students and pupils.

If you are interested in joining our team, please apply via [the TES website](#). Alternatively, you can download an application pack from our website [the School's website](#). Please name your application file with your full name and the role you are applying for and submit via Recruitment@sns.hackney.sch.uk

Closing date will be **midday Monday 22nd January 2024**.

Interviews to take place shortly after.

We are an equal opportunities employer committed to ensuring diversity in our workforce.

As employers we are committed to safeguarding and promoting the welfare of children. A DBS (Disclosure & Barring Service) (Disclosure & Barring Service) clearance is a statutory requirement for all positions.

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Job Description

Title of the Post: Exam Invigilator

Allowance: £16.80/hour including holiday pay

Main Tasks and Responsibilities:

- To assist in the set up and clearing away of examination rooms, including laying out and collection of examination papers.
- To be responsible for ensuring the orderly conduct of students during examination periods and to deal firmly but appropriately with breaches of rules and regulations.
- To deal appropriately with student requests and queries during examinations.
- To assist in the recording of student attendance and the prompt chasing of absent students.
- To seek support from the Lead Invigilator as appropriate.
- To ensure the security of examination papers at all times.
- To be familiar with regulations with regard to examinations and to ensure that these are adhered to.
- To be aware of any students with additional requirements.
- To undertake training relevant to the post.
- To assist in other activities as may reasonably be required from time to time.

Skills and Abilities:

- Successful experience of working as part of a team.
- Ability to follow procedures and identify matters that should be referred to the Lead Invigilator.
- Ability to remain vigilant throughout lengthy examination periods.
- Ability and willingness to deal with poor student behaviour in an appropriate manner.
- Ability to support students in examinations.
- Ability to absorb and act on information relating to the conduct of exams.
- An enthusiastic, adaptable, and flexible approach to work.
- Strong verbal communication skills.
- Willingness to attend training relevant to the post.
- To offer support and advice to the lead teacher in relationship to the care situations of the young people.
- To offer support and guidance to the Designated Teacher when planning for Transitions.

This post would suit a person willing and able to deal appropriately with young people, including poor behaviour. Successful applicants must be able to absorb and act on information regarding conduct of examinations.