

# Examination Invigilators

**Salary: £11.93 per hour, casual employment**


**Start date: Spring Term 2024 or earlier if possible**

**Interview date: TBC**



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## Welcome from Nigel Wright, Headteacher

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**Welcome and thank you for your interest in working with us at Oakmoor School.**

It is an exciting time to be joining our brand new, vibrant school where all staff are valued and their contribution to the organisation as a whole is recognised. We are a highly collegiate staff and are surrounded by like-minded, high calibre colleagues.

Our professional support team are well regarded by teachers and students. The team is seen as critical to the success and continued development of the school. Every member of the team genuinely cares about our school, our students and our local community.

Professional development and career progression is often seen as limited in schools. At Oakmoor we encourage staff to develop and many of our professional support team have been successful with internal promotion in recent years. This provides excellent continuity for the school and allows colleagues the opportunity to progress whilst remaining in the school they enjoy being part of.

We have an excellent professional support team at all levels who share our goal of every child achieving their very best whilst enjoying a rich and varied curriculum with plenty of opportunities to excel outside the classroom.

I extend an invitation for you to visit our school and discuss the post with me in more detail. We will be pleased to make arrangements for you and can be contacted at [enquiries@oakmoor.hants.sch.uk](mailto:enquiries@oakmoor.hants.sch.uk) or telephone (01420) 472132.

## About Oakmoor School

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Oakmoor School is a brand new, state of the art secondary school situated in a 22 acre tree lined site on the edge of the South Downs National Park.

We are a friendly, vibrant school with high standards and expectations. We pride ourselves on knowing every young person as an individual and challenging each of them to have the highest possible aspirations. The Oakmoor ethos is encapsulated by our motto: *Ambition, Courage, Excellence*.

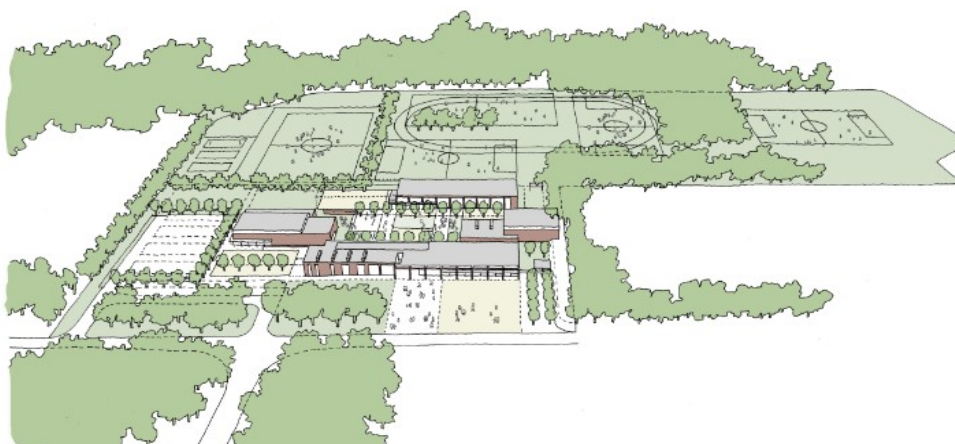
Students at Oakmoor display excellent behaviour in lessons and around the school. Teachers plan highly engaging lessons tailored to the needs of our students allowing high levels of progress to be enjoyed. Students benefit from a wealth of extra-curricular activities, including trips and visits to enrich their experience at our school.

We benefit from cutting edge technology throughout the site and the latest specialist equipment for key areas such as science, technology and performing arts. Our main buildings surround a central court yard which includes covered areas for outside dining and seating areas outside of the learning resource centre for reading at break and lunch times.

There is an abundance of green spaces which include several sports pitches, an athletics track, a nurture garden and a forest school area for outside learning and activities. The whole site is bordered by mature trees providing a relaxing and inspirational backdrop to our inspirational learning environment.

We are a very successful school where high levels of respect and conduct prevail. Our success shows that when you couple high quality pastoral care with high standards and expectations, young people are able to flourish and to achieve their very best.

Visitors comment on our purposeful learning environment and our delightful students. To experience this for yourself, you are most welcome to arrange a tour of the school by contacting our office.



## Working at Oakmoor School - A View from our Staffroom

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At Oakmoor you are trusted to deliver high quality lessons. You can deliver high quality lessons because the school has worked extremely hard to reduce the administrative burden for their teaching staff freeing our time to focus on what is most important, the progress of our students. I can genuinely say coming to school each day is a pleasure!

**Mr Riley, Computing Department**

Since joining Oakmoor School in 2015, I have had the support of my colleagues every day, and have always felt trusted and valued as part of the team.

**Mrs Carter, English Department**

There has been a real focus on reducing workload and unnecessary meetings. This has resulted in fewer after-school meetings. Even more significantly, we now have a whole-class feedback policy which has reduced time spent marking and given staff more time to focus on planning for progress.

**Mr Denton, Mathematics Department**

I have worked at Oakmoor School for over 14 years. In those years I have loved working here. We have a special staff team who are extremely supportive of one another. The students I work with are appreciative of the work I do and are always grateful for the time I give to help them.

I always said I would look to work in another school after 5 years of arriving but the wonderful students and staff have kept me here

**Mrs Hale, Technology Department**

I have worked at Oakmoor School since September 2018 and, as a new member of staff, have been really impressed by the warm and friendly environment around the school. The staff work collaboratively and the pupils' well-being is at the heart of everyone's work. Coming from a primary background, I like how the year 7s are welcomed into the school and I think the mixed mentor groups is a real strength, providing a great sense of togetherness amongst the year groups.

**Mrs Pullinger, English Department**

Working at Oakmoor as a teacher is an absolute pleasure. This is my third year at Oakmoor School and feel so lucky to have such an amazing classroom environment. Everything a teacher could wish for, lots of cupboard space, visualizers, interactive whiteboards and space to create displays. The team at Oakmoor is supportive and it feels like a family".

**Mrs Sutehall, Head of Humanities**

I have worked as the Exams Officer at Oakmoor School for almost 4 years. Oakmoor provides students with the necessary knowledge, skills and attitude for their development, which ensures a wider scope and prospective about education and what career choice to make in the future. My work colleagues are very supportive and friendly, which creates a sense of community and team spirit.

**Mrs Kelly, Examinations Officer**

## The University of Chichester Multi-Academy Trust

The University of Chichester Academy Trust is uniquely placed to make a difference to the local education landscape. With access to the University's extensive resources, we provide both educational expertise from the University's Institute of Education and expertise from professionals within HR, Finance, ICT, Estates and Communications.

The Trust has an inclusive and an aspirational vision. People and relationships matter to us and we share the University's belief that education has the power to transform society.

**Our Vision is** for all young people to be inspired by an excellent education that raises their aspirations and enriches their lives.

**Our Mission is** to create a vibrant inclusive and aspirational family of academies, transforming life chances for pupils through excellent teaching and learning.

### Our Shared values are:

- **Aspirational**
- **Inclusive**
- **Collaborative**
- **Dynamic**
- **People-focused**

## University of Chichester as sponsor

As a University we believe education has the power to transform society and we should play a role in enabling people to exceed their own expectations, creating a positive impact on our local and regional communities.

Our belief is all schools can be successful and that student progress and the retention and growth of high-quality teachers should be at the heart of our work. We have years of experience in working with outstanding and improving schools as well as those less successful and were proud when we established the Academy Trust in 2012.

We believe there are five key factors that distinguish the University of Chichester as an academy sponsor:

- Teacher training and schools have been fundamental to the University since 1839;
- Tailor-made solutions designed on merit not a one size-fits-all compliance model;
- Wide ranging experience of working in partnership with a rich variety of schools backed up with school focused CPD and classroom-based action research;
- The University is judged as a good provider of Initial Teacher Training;
- High quality teaching and learning, recruitment, training, development and retention are all at the heart of the University ethos, which is shared by the Trust.

'The headteachers and chairs of governors of all of the schools play an important role in the leadership of the trust through forums such as the termly advisory group. Consequently, officers, headteachers and members of local governing bodies share a strong sense of common purpose.'

University of Chichester Multi-Academy Trust  
Report, 2017

# Together we make a difference

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## Our Promise to you:

- Be a member of a high performing team
- An academy which is committed to continued rapid progress and the achievement of excellence
- Involvement in a brand new, purpose-built academy with carefully planned internal and external spaces, well-equipped ICT resources, learning resource area and state of the art technology

## A focus on you:

- Opportunities for shared learning and collaboration across the University of Chichester Academy Trust and the wider network
- Extensive professional and personal development opportunities
- Access to current research and expertise from the University of Chichester

## Reward and Benefits:

- A pay and reward package which values all staff and recognises the importance of staff in contributing to the achievements and success of the Academy and Trust
- Eligibility to join NUS Extra saving you £££'s on a range of goods and services
- Teachers' Pension Scheme
- 24/7 Employee Assistance Programme

## Be part of something bigger:

- The support of the University of Chichester Academy Trust, its Board and colleagues from the University of Chichester
- Security of knowing you are joining an organisation whose sponsor has been promoting education for the past 150 years!



## Job Profile

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**Job Title:** Examination Invigilator

**Reports to:** Examinations Officer

**Location:** Oakmoor School, Bordon, Hampshire

### Function of the post:

The post holder will be responsible for the proper supervision of formal examinations where additional arrangements for individual students or small groups of students have been agreed by the school.

In addition, when required, the post holder will act as Reader in accordance with the Trust and Academy regulations. As Reader, the post holder will act as the communication channel through which a student can access their examination paper and be considered a 'reading instrument' only. Any interpretation, or understanding of any aspect of the examination paper, is the responsibility of the student.

### Principal Accountabilities:

1. Report to the designated location at least 20 minutes before the examination time to collect all appropriate paperwork and to confirm allocation of room and ensure all appropriate official notices are in place, e.g. "silence", "examination in progress".
2. Ensure students fulfil the examination requirements for identifying themselves on their examination scripts and completing all necessary details.
3. Maintain a constant supervision of the candidates during examinations, ensuring examination regulations are observed.
4. Allow extra time to students in accordance with advice and guidance provided by the Exams Office. Any other time allowed in addition to this and the circumstances must be recorded.
5. Ensure the proper seating of students and the distribution of examination stationery (at least fifteen minutes before the examination is due to commence).
6. Check materials students are using are allowed, in accordance with the examination paper rubric and remove any material which the student should not use.
7. Deal with candidate questions according to the regulations.



8. Confirm any absences during the examination, including those arising from illness. Should a student leave the examination and the departure is due to illness, the student will be expected to seek medical certification in accordance with the Trust and Academy regulations.
9. Collate examination scripts/answer booklets, returning them to the Exams Officer for processing.
10. Complete an attendance form and return it to the Exams Officer immediately at the end of the examination, or as directed by the Exams Officer.
11. When assigned a session on a one-to-one basis and the student is personally known to you, advise the Exams Officer immediately.
12. Where a student is using a computer ensure familiarity and compliance with examinations guidance.
13. Accompany the student to the toilet when required.
14. When required to act as Reader, act in accordance with JCQ Regulations.
15. Attend training, update or review sessions as required.

#### **Other duties:**

You are required to undertake such other duties appropriate to the grade and content of the work as may reasonably be required of you. Therefore, the list of duties in this job profile should not be regarded as exclusive or exhaustive. Please note that, in consultation with you, the school and the University of Chichester Academy Trust reserves the right to update your job profile to reflect changes in, or to, your post.

#### **Equality and Inclusion:**

We believe that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued and respected. We are committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation, and to support this the school has a number of policies that you should ensure you are familiar with and are compliant to. All policies are available from the Headteacher. Any breaches may lead to termination of employment.

#### **Right to Work:**

British and European Law states that a person cannot be employed to this post if they do not have permission to live and work in the UK. For further guidance and information contact the Headteacher.

#### **Health & Safety:**

To ensure an effective and safe environment that promotes the welfare of children and staff, you will take responsibility to be aware of the risks in the work environment and their potential impact on their own work and that of others. You should familiarise yourself with the school's Health and Safety policies.

#### **Sustainability and Environment:**

The University of Chichester Academy Trust is committed to sustainable development and environmental initiatives and supports the School in continuously seeking to find ways to improve its environmental performance. Staff are required to support these aims.

**Data Protection:**

You will be responsible for ensuring that workplace responsibilities, such as confidentiality, treatment of personal information and records management are carried out in compliance with the requirements of the Data Protection Act 2018 and the Employment Practices Data Protection Code 2002.

**Safer Recruitment:**

The University of Chichester Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

New members of staff will be required to apply for Disclosure Service Certification as part of the School's staff recruitment process. Further information about the Disclosure and Barring Service is available from the DBS website at [www.gov.uk/dbs](http://www.gov.uk/dbs). Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1075, applications for teaching posts are among those who are not entitled to withhold information about any previous criminal conviction.

**Principal Attributes and Person Specification:**

Essential requirements are those, without which, the candidate would not be able to do the job. It is expected that the post holder will have the knowledge and qualifications indicated or equivalent qualifications and experience.

Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Your application form will be assessed for literacy, accuracy and attention to detail.

|                                     | <b>Essential</b>   | <b>Desirable</b>  | <b>Evidenced through</b>                               |
|-------------------------------------|--|---|--|
| <b>Knowledge and Qualifications</b> |  | Knowledge and understanding of data protection<br><br>Knowledge and understanding of a school environment<br><br>An understanding of the role of an Invigilator and Reader during the examination process | Application/CV<br><br>Documentary Evidence             |
| <b>Skills</b>                       | Highly organised, with an ability to keep accurate records<br><br>Ability to maintain close attention to detail under pressure<br><br>Proven administrative and office skills<br><br>Good literacy and numeracy ability<br><br>Computer literate, including Microsoft Word<br><br>Excellent interpersonal skills with a clear and articulate voice |   | Application/CV<br><br>Interview/Task<br><br>References |
| <b>Experience</b>                   |  | Experience or involvement of working with students in an examination setting.   | Application/CV<br><br>Interview<br><br>References      |
| <b>Personal attributes</b>          | Ability to work as both a team player and on own initiative<br><br>Able to follow instructions and procedures accurately   |   | Interview<br><br>References                            |

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|  | <p>Understanding of the needs of disabled students and respect for student confidentiality</p> <p>Punctual, patient, reliable and trustworthy</p> <p>Ability to engender cooperation</p> <p>Confidential and sensitive to the needs of students in a school setting.</p> |  |  |
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# Application Procedure

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Applicants should complete an Application Form and Equality Monitoring Form which can be downloaded from the school website [www.oakmoor.hants.sch.uk](http://www.oakmoor.hants.sch.uk) or the Trust's website [www.unicat.org.uk/find-job](http://www.unicat.org.uk/find-job) and submit it.

Oakmoor School  
Budds Lane  
Bordon  
Hampshire  
GU35 0JB

T: (01420) 472132

E: [enquiries@oakmoor.hants.sch.uk](mailto:enquiries@oakmoor.hants.sch.uk)

## Application Form Completion

When completing the application form, please refer to the Job Profile and particularly the essential criteria within the Person Specification. Indicate, giving evidence, how you believe your knowledge and qualifications, skills, experience and personal attributes, either at work, or elsewhere, qualify you to undertake the duties and responsibilities set out in the Job Profile.

## Selection Procedure

The shortlist will be drawn up shortly after the closing date. Further details will be sent to those candidates called for interview. Failure to send your application form to the above address may invalidate your application.

## Equality Monitoring

All applicants will be required to complete an Equality Monitoring Form.

## Receipt of Application

Applications are acknowledged (by email whenever possible) within three working days of receipt. If you do not receive an acknowledgement within this time, please contact the Recruitment Team immediately on the number above.

## Safer Recruitment

University of Chichester Academy Trust and Oakmoor are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

## Data Protection Act 2018

You should be aware that the information you have provided will be stored on the HR secure database and will only be used to process your application. It will not be passed to any other organisation.