



Ibstock Place

CO-EDUCATIONAL DAY SCHOOL



Information for Candidates

Exam Invigilator

Head's Welcome



Thank you for your interest in joining our team. This is an opportunity to play an integral role in a school with a rich history at the vanguard of educational change. We have a powerful sense of the way in which we shall develop in the decades to come and we seek energetic professionals to join us and to help us to build and realise our vision.

We take pride in a school culture which is inclusive, and which is both forward looking and rooted, dynamic and yet caring. Through our rigorous and imaginative curriculum and a highly responsive pastoral system, we engender in our pupils the courage and ambition which

they will need to succeed and to play a constructive role in their wider community and society.

Our staff are the School's most valuable asset and we aspire to create a sector-leading environment in which they can work. We are committed to a thoughtful process of continuing professional development and we create multiple pathways for our colleagues to progress in their knowledge, skills and experience. We are fortunate to have built a strong sense of loyalty amongst our colleagues and we regard the stability of our staff body as a major strength. Many of our employees have built successful careers with us over a protracted period and the sense of community amongst us is strong. Opportunities for promotion and advancement are plentiful. Professional fulfilment is key to staff wellbeing, but so too is access to a range of additional benefits and we are responsive to this too – the happiness of its staff is critical to any organisation's ultimate success.

Ibstock is without a doubt the most dynamic and the most interesting school in which I have worked through my career. I hope that you will be inspired to join us and to make your own contribution to our evolving mission and journey.

Chris Wolsey
Head

About the Role



We are seeking to appoint a small team of **Exam Invigilators** who can be called upon to support the Examinations Officer with the smooth running of internal Mock and Public Examinations.

The main examination session will be May - July, however, there will be opportunities to work at other times throughout the year. Please note that this work is seasonal and candidates must be flexible with hours.

Invigilators are required to ensure that examinations are carried out according to the rules set out by the examination boards.

Previous experience is not required, as training will be provided.

The hourly rate will be £18.50

The deadline for applications is **16 February 2025**.

Responsibilities

The overall responsibilities of the role are to:

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Ibstock Place School instructions
- To play a key role in upholding the integrity of the examination process
- To report to and be briefed by the Examinations Officer prior to each examination session
- To keep examination papers and materials secure before, during and after examinations
- To ensure examination rooms are set out according to the instructions
- To admit candidates into examination rooms
- To identify, seat, and instruct candidates in the conduct of their examinations
- To distribute the correct examination papers and materials to candidates
- To deal with candidate queries
- To supervise candidates at all times and be vigilant throughout examinations
- To keep disruption in examination rooms to a minimum
- To deal with emergencies or irregularities effectively
- To record/report any disruption or irregularities
- To complete attendance registers
- To deal with candidate queries
- To collect examination scripts
- To dismiss candidates from the examination room
- To check candidates' names on scripts match the details on the attendance register
- To securely return all examination scripts and examination materials to the Examinations Officer
- To attend training, refresher or review sessions as required
- To undertake, where required and where able, other duties requested by the Examinations Officer, for example:
 1. To supervise clash candidates between examination sessions
 2. To Facilitate access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
 3. To undertake examinations related administrative tasks



Requirements



We are looking to recruit a person who:

- Is an effective communicator
- Is a confident and reassuring presence to candidates in examination rooms
- Displays a commitment to the protection and safeguarding of children and young people
- Is able to plan time effectively and be well organised
- Is punctual, flexible and resilient and able to adapt quickly to new environments and challenges
- Has good inter-personal skills and can establish positive relationships with multiple stakeholders
- Is reliable and trustworthy, and able to work effectively with limited supervision
- Sets an example of personal integrity and professionalism
- Adheres to the ethos of the school
- Promotes the vision and aims of the school

Staff Benefits



Our aims and ethos

At the heart of our educational philosophy are five core values, which guide every aspect of our School community. These serve as the bedrock of our culture, shaping the attitudes, behaviours and aspirations of pupils, staff and parents alike.

A joyful, nurturing culture

Ambition to achieve

Rooted in kindness

An inspiring place to flourish

Feet on the ground, eyes on the future

Visit our website to find out more:
www.ibstockplaceschool.co.uk

Staff benefits include:

- Cycle to work scheme
- Free breakfast and lunch (in termtime)
- Defined contribution pension scheme for teaching staff and a pension scheme for support staff
- Commitment to training/development
- Access to BUPA Employee Assistance Programme, including counselling services
- Staff Yoga and use of the swimming pool (at designated times)
- Access to the School's BUPA health cover scheme (this is deducted monthly via payroll)

The Application Process



How to apply

To apply for the role, please complete our application form and submit it, by email: recruitment@ibstockplaceschool.co.uk

Shortlisted applicants will be invited to attend interview. The school reserves the right to interview and make an appointment before the closing date.

Note that all offers of appointment are conditional until the satisfactory completion of mandatory pre-employment checks.

Ibstock is committed to safeguarding and promoting the welfare of children. For further information on our Child Protection policies, please see [here](#). Safeguarding checks with the Disclosure and Barring Service will be undertaken. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

This post is exempt from the Rehabilitation of Offenders Act, 1974 and the amendments to the ROA 1974 (Exceptions Order 1975, amended 2013 and 2020). For details see [here](#)

Note that, in accordance with Keeping Children Safe in Education 2024, shortlisted candidates are required to declare any past convictions. Online searches will also be conducted on shortlisted applicants as part of our due diligence process.

At Ibstock, we embrace and celebrate difference. We are proud to be an equal opportunity employer and do not discriminate against any employee or applicant based on their age, disability, gender, marriage or civil partnership status, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. To ensure this, all positions are subject to blind shortlisting.

Ibstock Place School



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CO-EDUCATIONAL DAY SCHOOL

An inspiring
place to
flourish

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|--------------------|--------------------|--------------------------|---------------------------|
| 1 Dance Studio | 8 Clarence Wing | 15 Rose Garden | 22 Climbing Wall |
| 2 Macleod House | 9 Bicycle park | 16 The Innovation Centre | 23 School of Art & Design |
| 3 Priory Wing | 10 Orchard | 17 The Refectory | 24 Multi Use Games Area |
| 4 Theatre | 11 Priestman House | 18 Terrace | 25 Forest School |
| 5 Wellbeing Centre | 12 Roberts House | 19 Main House | 26 School of Music |
| 6 Drama Studio | 13 Swimming Pool | 20 Footbridge | 27 Sports Pitches |
| 7 Armadillos | 14 Hardcourt | 21 Sports Hall | |

Ibstock Place School,
Clarence Lane,
Roehampton,
London SW15 5PY
020 8876 9991
www.ibstockplaceschool.co.uk



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