



De La Salle School

INFORMATION FOR APPLICANTS

EXAM INVIGILATOR

Pay Range: £10 per hour





De La Salle School

Dear Candidate

Welcome to De La Salle School.

De La Salle School, Basildon, was founded by the De La Salle Brothers in 1972. Known then as St Anselm's RC Comprehensive, the school served families of Basildon until 1996 when it changed its name to De La Salle School.



St Jean-Baptiste De La Salle founded his first schools in the seventeenth century and his core Catholic principles run through all the work we do today.

These Lasallian values make De La Salle School the perfect choice for all families in Basildon and the wider community.

We have the highest expectation of every student entrusted to us. Preparing individuals for the many challenges the modern world has in store for them is central to the work we do. While developing their academic excellence, we support and nurture every individual to become the person God intended them to be.

We are enormously proud of the achievements of our students. When they reach the end of their time with us, we aim for each young person to leave the school confident, happy and fully prepared for the future, whether that is further education, employment or training, we fully support our students at every milestone.

As a former student of De La Salle School, I am immensely proud of all that the school stands for. I know how impressed you will be by our students, who are equally proud to be a part of this community. Their enjoyment and passion for learning is infectious and makes for a learning environment that gives the potential for each and every individual to succeed.

If you feel you want to be part of our journey and have a genuine desire to make a difference to children's outcomes, then please apply for this post. We firmly believe that visiting a school is key to deciding whether you should apply for this role, so please wherever possible contact the school to make an appointment to look around.

Yours sincerely

Paul Norris
Headteacher



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EXAM INVIGILATOR Pay Scale: £10 per hour

Position Start Date: Spring 2022

Contract Term: Casual

Hours: Part-time

Pay Scale: £10 per hour

INFORMATION ABOUT THIS VACANCY

De La Salle School is a caring and thriving oversubscribed fully comprehensive and inclusive 11-16 school with a committed and dedicated staff. The Governors are seeking to appoint Exam Invigilators for the Spring term 2022 on a casual, as and when basis.

The successful post-holder will be responsible for implementing examination procedures and ensuring the proper conduct of examination candidates. Training will be provided.

This position will require the post-holder to sometimes stand for lengthy periods of time whilst performing invigilation duties during school examinations.

Hours are varied, required as and when, according to the examination timetable throughout the academic year.

De La Salle School is a Christian Community. It is inspired by the vision and example of St. John Baptist De La Salle. Each person is invited to become the person God intends him or her to be. They are expected to live a life of faith and love, following the example of Jesus Christ.

All members of this community are encouraged to grow in awareness of their own unique worth. They are encouraged to use their gifts in responsible and friendly co-operation with others. Within this environment, De La Salle offers a curriculum for children of all abilities.

Whilst the successful candidate is not required to be Catholic, you would be expected to support and follow the Catholic ethos of the school.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. The post will be subject to an enhanced DBS check, medical check and references.



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HOW TO APPLY

Closing Date for Applications: Monday, 6th December at midday

Shortlisting: TBC

Interview Date: TBC

We encourage prospective candidates to visit the school before making an application.

If you would like to arrange a visit, please contact Sarah Wilkinson, PA to Headteacher (01268 281234) to make an appointment.

Please submit your Application Form together with your supporting statement, outlining your reasons for applying for this post, to swilkinson@dlsbasildon.org

In your letter please make reference to information in the recruitment pack, particularly the person specification, and explain why you would be an ideal candidate for De La Salle School and what qualities you will bring to the Team.

If you have any questions, please contact Sarah Wilkinson, PA to Headteacher on 01268 281234.



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JOB DESCRIPTION EXAM INVIGILATOR

Job Title	Exams Invigilator – Casual Contract
Grade	£10.00 per hour
Reports to	Examination Officer
Liaison with	Teaching staff, support staff, pupils.
Job Purpose	To implement examination procedures and ensure the proper conduct of examination candidates.
Duties	<ul style="list-style-type: none"> • Hand out appropriate question papers to candidates. • Read out examination instructions. • Record examination start and finish times. • Instruct candidates to begin examinations. • Complete attendance register and seating plan as required. • Collect candidate cards according to instructions. • At the end of the examination, collect candidate and question papers in accordance with instructions. • Instruct candidates when they are permitted to leave the examination room and ensure their proper conduct in so doing. • Ensure silence in the examination room and avoid disruption. • Ensure that all candidates comply with any instructions. • Walk around the examination room, ensuring no candidate has forbidden items and removing any found. • Ensure that candidates do not converse, signal, or otherwise communicate with each other or other persons, record any incidents and report these to the Senior Invigilator, exams officer or other appropriate person. • When absolutely necessary, escort candidates to the toilet.
General	<ul style="list-style-type: none"> • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment • The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.



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PERSON SPECIFICATION EXAM INVIGILATOR

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Experience of general clerical work Basic level of education
	Knowledge of relevant policies and procedures	General understanding of the operation of a school
	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake basic calculations
	Technology	Ability to use photocopier Ability to use word processor
Communication	Written	Ability to complete basic forms
	Verbal	Ability to exchange routine verbal information clearly with children and adults
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to consult effectively with pupils and colleagues
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Basic understanding of the learning experience provided by the school
	Child Development	Basic understanding of the way in which children develop
	Health & Well being	Understand the importance of physical and emotional wellbeing
Working with others	Working with partners	Understand the role of others working in the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with other adults in the school
	Information	Ability to provide timely and accurate information



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General heading	Detail	Examples
Responsibilities	Organisational skills	Good organisational skills
	Line Management	N/A
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role