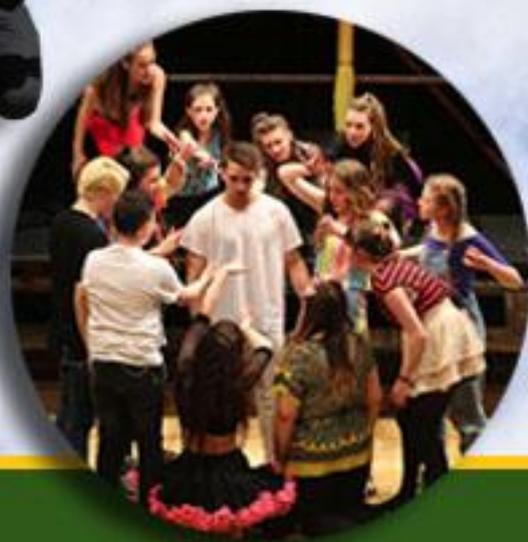




BICESTER LEARNING ACADEMY

APPOINTMENT OF Casual Exam Invigilators

Bicester Learning Academy, Bicester, Oxfordshire, OX26 4RS





THE VACANCY

We are seeking to recruit a number of people to act as invigilators for our academy examination period which will commence on 13th May 2019 and run until the end of June 2019. The invigilators will also be needed for various mock examinations carried out throughout the year.

Previous experience of working in a school environment and/or as an Exam Invigilator is desirable but not essential as full training will be given. Candidates must have a knowledge of, or a willingness to learn about, exam access arrangements.

Applicants will need to be available for a reasonable stretch of time during exam periods. The work will be divided into approximately 2 or 3 hour sessions either in the morning and/or afternoon. Many of the morning sessions are between 9.00am and 12.00pm and afternoon sessions usually start at 1.00pm and can have a duration of up to 3 hours.

This is a casual role, paid at Grade 4 Point 11, currently £9.88 per hour (including holiday entitlement).

Candidates must:

- Have a good standard of education including GCSEs Maths and English at C grade or above (or equivalent qualification).
- Have good numeracy and literacy skills
- Have effective written and oral skills
- Have good communication skills
- Have the ability to support students using IT during exams
- Be accurate and show attention to detail
- Have the ability to use own initiative
- Be reliable and punctual
- Have a polite, friendly and flexible approach to work.
- Be able to keep calm and maintain an air of authority.
- Have the ability to:
 - communicate with candidates and members of staff clearly and accurately,
 - work to predetermined instructions,
 - work as part of a team or alone as necessary
 - keep calm under pressure or during unexpected circumstances,
 - judge when a decision is not theirs to make
 - be firm but fair at all times.
- An awareness of responsibilities for health and safety of themselves and others.
- Successful and satisfactory background check received from the Disclosure and Barring Service (DBS) after interview and before appointment.



For an informal discussion of the post please contact Mrs Sandra Gill, Head of MIS and Exams Manager on 01869 242121

Further details and an application form are available on the Academy website: www.bicesterlearningacademy

Alternatively, please contact Human Resources.

Tel: (01869) 362697

Email: recruitment@thecooperschool.co.uk

Closing date for receipt of applications: Wednesday 31st October 2018, 4pm

Bicester Learning Academy is committed to safeguarding children. The successful candidate will be subject to a Disclosure and Barring Service check (formerly CRB) in line with Section 115 of the Police Act 1997.

Details of the Academy's policies relating to the Employment of Ex-Offenders and the Secure Storage, Handling, Use, Retention and Disposal of Disclosure and Barring Certificates and Disclosure information are included within this recruitment pack.



JOB DESCRIPTION

Title of post:	Examination Invigilator
Grade of post:	4
Working hours per week:	Casual hours
Principal location of work:	The Cooper School
Immediate line manager:	Exams and Data Assistant
Staff managed:	None
Overall purpose of the post:	To ensure that examinations are carried out in accordance with the appropriate Board's regulations and providing students with an environment conducive to sitting a public examination.

Key duties:

- To ensure that the examination room meets the Board's requirements;
- To ensure candidates enter the room in the appropriate manner;
- To distribute examination papers and answer books on individual desks and ensure that candidates have their correct papers;
- To ensure the correct identification of all candidates and deal with extra candidates not on the register appropriately;
- To notify candidates of the examination conditions and any erratum notices;
- To record the start and finishing times of exams and to notify candidates of the start of the examination;
- To ensure late candidates are briefed, seated and allowed to partake in the examination with minimum fuss;
- To supervise candidates in a quiet and unobtrusive manner;
- To respond to candidates' queries in accordance with examination regulations;
- To distribute additional paper and equipment as required;
- To ensure that efficient timekeeping is maintained and to notify candidates when the examination has finished;
- To ensure examination conditions are maintained until all candidates have been dismissed from the room.
- Show commitment to the safeguarding of children and young people.



Health and Safety

- Co-operate with health and safety requirements.
- Use, but not misuse things provided for your health, safety and welfare.
- Do not undertake unsafe acts.
- Inform Head of Establishment of any “Near-Misses”.
- Be familiar with the emergency action plans for fire.

Standards and Quality Assurance

- Promote and model good relationships with pupils and colleagues.
- Set a good example in terms of dress, punctuality and attendance.
- Participate in training.

Additional duties:

- To be aware of their responsibilities for health and safety for themselves and others.
- A commitment to safeguarding the welfare of children.

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

Bicester Learning Academy is committed to safeguarding children. The successful candidate will be subject to a Disclosure and Barring Service check (formerly CRB) in line with section 115 of the Police Act.



PERSON SPECIFICATION

	Essential	Desirable
Education	<ul style="list-style-type: none"> A good standard of education including GCSEs Maths and English at C grade or above (or equivalent qualification). 	
Experience		<ul style="list-style-type: none"> Previous experience of working in a school environment would be beneficial, but not essential. Previous experience of working as an Exam invigilator is desirable but not essential.
Relevant knowledge		<ul style="list-style-type: none"> Knowledge of Health and Safety legislation as it relates to the work of a school
Relevant Skills/Aptitudes	<ul style="list-style-type: none"> Good numeracy and literacy skills Effective written and oral skills To have good communication skills IT literate Accuracy and attention to detail Able to use own initiative Able to undertake work on a casual basis To be reliable and punctual To have a polite, friendly and flexible approach to work. To keep calm and maintain an air of authority. 	
Other Personal Qualities	<p>The ability to:</p> <ul style="list-style-type: none"> communicate with candidates and members of staff clearly and accurately, work to predetermined instructions, work as part of a team or alone as necessary keep calm under pressure or during unexpected circumstances, judge when a decision is not theirs to make be firm but fair at all times. 	
Other	<ul style="list-style-type: none"> An awareness of responsibilities for health and safety of themselves and others. Successful and satisfactory background check received from the Disclosure and Barring Service (DBS) after interview and before appointment. 	



APPLICATION PROCESS

Please fill in the application form according to the instructions on the first page of the form.

Curriculum Vitae (CVs) will not be accepted without an application form. The form should be fully completed, accurate and clearly legible.

Email: recruitment@thecooperschool.co.uk

or by post to:

Human Resources
Bicester Learning Academy
The Cooper School
Churchill Road
Bicester
Oxfordshire
OX26 4RS





	Policy statement on Secure Storage, Handling, Use, Retention and Disposal of Disclosure and Barring Service certificates and Disclosure Information at Bicester Learning Academy			<u>Written By:</u> E Le Brun
	<u>Applicable to:</u> ALL STAFF	<u>Accountable Officer:</u> B J Baxter I Elkington	<u>Date Adopted:</u> July 2014	<u>Date To Be Reviewed:</u> July 2017 (Every 3 Years)

General principles

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, Bicester Learning Academy complies fully with the Code of Practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.

Storage and access

Certificate information should be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

In accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom certificates or certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment (or other relevant) decision has been made, we do not keep certificate information for any longer than is necessary. This is generally for a period of up to six months, to allow for consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep certificate information for longer than six months, we will consult the DBS about this and will give full consideration to the Data Protection and Human Rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

Disposal

Once the retention period has elapsed, we will ensure that any DBS certificate information is immediately destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate. However, notwithstanding the above, we may keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested the position for which the certificate was requested, the unique reference number of the certificates and details of the recruitment decision taken.

uCheck acting as an Umbrella Body

uCheck acts as an Umbrella Body on behalf of Bicester Learning Academy (an Umbrella Body being a Registered Body which countersigns applications and receives certificate information on behalf of other employers or recruiting organisations). A copy of uCheck's Policy statement on Secure Storage, Handling, Use, Retention and Disposal of Disclosure Certificates and Disclosure Information is available on request.



	Policy statement on the recruitment of ex-offenders to a post within Bicester Learning Academy			<u>Written By:</u> E Le Brun
	<u>Applicable to:</u> ALL STAFF	<u>Accountable Officer:</u> B J Baxter I Elkington	<u>Date Adopted:</u> July 2014	<u>Date To Be Reviewed:</u> July 2017 (Every 3 Years)

As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, Bicester Learning Academy complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subjects of a DBS check on the basis of a conviction or other information revealed.

Bicester Learning Academy is committed to the fair treatment of its students, staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

This written policy on the recruitment of ex-offenders is made available to all disclosure applicants at the outset of the recruitment process through inclusion on The Cooper School and Glory Farm Primary School websites. The policy is also sent to applicants with the DBS application pack after acceptance.

We actively promote equality of opportunity for all with the right mix of talents, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A disclosure is always requested for those who are offered a post within Bicester Learning Academy. Disclosures will also be requested for all members of the Governing Body of Bicester Learning Academy Trust, and for all volunteers where applicable. Where a job is advertised by Bicester Learning Academy, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of an individual being offered the position.

As a disclosure is to form part of the recruitment process, Bicester Learning Academy encourages all applicants for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover to the Human Resources Manager for Bicester Learning Academy, and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Posts within Bicester Learning Academy are exempt from the Rehabilitation of Offenders Act, 1974. This means that the Academy can ask questions about your entire criminal record, including unspent and spent convictions, cautions and bind overs.

Bicester Learning Academy will ensure that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. It will also ensure that these members of staff have received appropriate guidance and training in relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, Bicester Learning Academy will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of a DBS check aware of the existence of the Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.

Bicester Learning Academy has a policy on the Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information, and a copy of this policy is available on request.