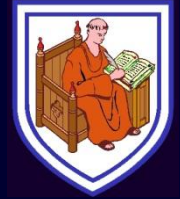


St Bede's School

'Christian Education at its Best'



Exam Invigilator

For sessional work

£13.15 per hour

To start: January 2025

Open Morning: Tuesday 17 September 2024

64 Carlton Road, Redhill, Surrey, RH1 2LQ Telephone: 01737 212108

Belonging

Education

Determination

Excellence

Service

Ofsted
Outstanding
Provider



About St Bede's

At St Bede's we are proud to serve roughly 1900 boys and girls of all abilities, age 11-18, from the Reigate, Redhill, Caterham, Horley and surrounding areas. This includes over 300 studying academic courses in the sixth form. The school has an Anglican, Catholic and Free Church foundation and we work hard to create an inclusive ethos. Our aim is to ensure that pupils thrive academically, socially and spiritually within a Christian framework.

In March 2023 Ofsted carried out an inspection of St Bede's and judged the school outstanding. The report acknowledged that pupils behave exceptionally well and they are happy and safe. They are unfailingly respectful to each other, to staff and to visitors and their positive attitudes mean that lessons are rarely disrupted. The inspection highlighted that leaders in subjects across the school have created an ambitious curriculum. Teachers have a very high level of subject knowledge and expertise which they use to provide pupils with explanations that are rich in details, bringing the subject to life.

Attainment and progress scores at GCSE and A level are consistently above national averages. We are particularly proud of the English and maths results achieved at GCSE. Both departments achieved fantastic results at 4 and 7 grades.

Measure	2019	2023
Attainment 8	58.27	58.63
Progress 8	+0.73	+0.63
EBACC	54%	45%
EBACC entered	84%	57%
4+ English	92%	92%
4 +Maths	89%	94%

Our school is committed to the safeguarding of children so all appointments are subject to a satisfactory enhanced DBS check. Only applications made on our School Application Form will be considered; we do not accept CVs or unsolicited testimonials. It is our policy always to request references prior to interview.

Please see our staff prospectus for further information about working at St Bede's.

"Pupils enjoy their time in class and describe their lessons as 'inspirational'. The content of these inspirational lessons reflects the high expectations that staff have for what pupils can accomplish."
Ofsted 2023

Exam Invigilation at St Bede's

We are looking for Exam Invigilators to join our busy exams team at St Bede's School.

Successful candidates will:

- Supervise students taking internal and external public exams throughout the school year
- Invigilate the exams following the school and exam board policies and procedures

Exam Invigilators will have an excellent eye for administrative detail; excellent observation skills; good interpersonal and communication skills; be able to apply established procedures to a given situation; be able to work as part of a busy team; have the confidence to invigilate independently if required; and be physically fit as the role requires standing for potentially long periods of time.

An hourly rate of **£13.15** (£11.44 + 15% holiday pay) is paid in arrears on a supply basis for work undertaken.

We will be holding an informal open morning on **Tuesday 17 September 2024** where you will be given the chance to meet the Exams Officer, undertake a job related collaborative working task and have the opportunity to ask any questions you may have about the role before submitting your final application. Application forms will be available for you to complete after the event.

If you would like to attend, please send an email to the People Team at peopleteam@st-bedes.surrey.sch.uk to book your place.

Please note, there is no parking available on site for this event.

Job profile

Context

St Bede's is a voluntary-aided school in which staff are employed by the Governors and are firmly expected to work within the policies approved and adopted by the Governing Body and under the direction of the Executive Headteacher. We expect all staff to support the Christian ethos of the school, maintain the highest professional standards and contribute to the development of St Bede's as a thriving community.

The contractual basis of this post is the "Surrey Pay" scheme currently in force as adopted by St Bede's Governors and the written contract offered for signature on appointment.

Purpose

To serve the mission of St Bede's as a Christian school by invigilating examinations.

Salary

An hourly rate of £13.15 (including 15% holiday pay) to be paid in arrears on a supply basis, as required during periods of examinations throughout the academic year. Sessions will be booked in advance.

Responsible to

Examinations Officer.

Accountability

The proper conduct of examinations in accordance with the regulations.

Key Tasks

- Be familiar with the annual calendar for all exams in which pupils will be involved and knows where and when they will be required to undertake invigilation.
- Ensure that the examination area has been correctly set up with required materials and equipment and that seating arrangements and details of the examinations (e.g. exam codes, starting / finishing times etc.) are clearly displayed.
- Prevent any inappropriate items being brought into the exam room.
- Record attendance and be aware of any particular needs that a pupil may have.
- Outline orally the procedures which will apply throughout the course of the examination.
- Ensure that the conduct and behaviour required in an exam environment are observed by all candidates.
- Responsible for the distribution of examination papers and the collection and recording of complete scripts.

Person specification

	Essential	Desirable
Christian Commitment	<ul style="list-style-type: none"> • Able to actively support the ethos and mission of the school 	<ul style="list-style-type: none"> • Personally committed and practising Christian, member in good standing of any denomination served by the school
Education and Training	<ul style="list-style-type: none"> • Broad general education 	
Experience	<ul style="list-style-type: none"> • Has worked with young people 	<ul style="list-style-type: none"> • Has worked in a secondary school
Personal Qualities	<ul style="list-style-type: none"> • Accuracy and attention to detail • Effective oral and written skills • Confidence addressing a group of candidates in a large venue. • Ability to be firm and fair at all times • Sense of humour • Patience • Calm under pressure • Common sense and initiative • Flexible and adaptable • Reliable and punctual • Very good at dealing with people • Ability to relate to candidates yet maintain air of authority • Ability to communicate with candidates and staff clearly and accurately • Ability to judge when a decision is not theirs to make 	

How to apply

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We look forward to hearing from you.

Our data protection policy for job applicants is available [here](#).

