



Exam Invigilator Information Pack





The School

Monkton places thinking differently at the heart of its strategic vision. We are already one of the country's best known smaller boarding schools and pride ourselves on our size meaning you can really get to know all of the pupils and serve as a full part of our community. We are a Christian school with worldwide connections and interests, and have a strong reputation for pioneering and proactive pastoral care.

A single board of Governors oversees the entire School (Pre-Prep, Prep and Senior) and Monkton is a registered charity and is incorporated as a company limited by guarantee. The Principal acts as both the Head of the Senior School and as the CEO of the group of schools.



The Senior School enjoys a very attractive rural location in the Monkton Combe valley some two and a half miles south of the historic city of Bath. Nearby are Monkton Prep and Pre-Prep each with separate Heads but part of the same foundation.

The Senior School and Prep School have a strong boarding tradition; however, day pupils comprise one third of the intake of the Senior School and are in the majority in the Prep School. Since 1992 when it merged with Clarendon School for Girls school has been co-educational with three boys' boarding houses and three girls' boarding houses, all in the school's immediate environs..



The School buildings are in many cases converted houses, formerly privately owned, in the village. There are also many purpose-built teaching areas and extensive playing fields; the School has two boathouses on the River Avon. Some staff live in the valley in school accommodation. There has been a major programme of rebuilding and improvement in recent years: a £4.5 million extension and rebuilding of Maths and Science Departments was completed during 2008, a completely remodelled £3.5m Music Department opened in February 2012, and a significant enlargement and refurbishment of the Art and

DT Departments in 2015. Current projects are focusing on the refurbishment of boarding accommodation, and a ten-year strategic estate review was recently commissioned.



The Role

Relationships: The post holder will be responsible to the Exams Officer and the Deputy Head Learning

Fundamental Task: Under supervision, the Invigilator supports the day to day operation of examination venues and examinations. This will be on a Casual basis to assist with the invigilation of examinations at various times throughout the year as directed by the Examinations Officer.

Salary: £11.44 per hour

Specific responsibilities include:

- Picking up examination material prior to the exam and maintaining the security of examination materials at all times
- Assisting with setting up examination venues by laying out stationary, equipment and examination papers in accordance with school procedures
- Assisting pupils prior to the start of examination by directing them to their seats and advising them about possessions permitted in examination venues and ensuring that they have the correct papers
- Checking attendance during examinations and ensure attendance registers are completed and given back to the Examinations Officer
- Ensuring that pupils are informed of examination regulations prior to the examination commencing
- Invigilating during examinations, dealing with queries raised by pupils and dealing with examination irregularities in accordance with school procedures
- Distributing additional equipment as required
- Supervising the exam according to the relevant time and meeting any additional conditions
- Reporting/communicating any problems, incidents, or emergencies to the Examinations Officer
- Escorting pupils from venues during the examinations as required, and supervising pupils whilst outside examination venues
- Collating and collecting scripts at the end of the examination in accordance with school procedures (scripts must never be left unattended)
- Assisting with the preparation of script envelopes
- Ensuring that exam conditions are maintained whilst pupils leave their examination



Person Specification

Note: some of the areas described in this person specification would be developed through the training on the job over the course of the first year.

| | | Essential | Desirable |
|------------------------------------|---|-----------|-----------|
| Experience | Be numerate and able to read numbers quickly and accurately | ✓ | |
| | A high standard of spoken English | ✓ | |
| | Able to communicate well and establish firm and consistent boundaries | ✓ | |
| | Experience of working in an education environment | | ✓ |
| Knowledge And Understanding | To have an understand of, and commitment to, maintaining the appropriate standards of confidentiality/security of examination materials | ✓ | |
| | To have an extensive knowledge of examination room guidelines and procedures | | ✓ |
| Personal Attributes | Honest and trustworthy | ✓ | |
| | Have good attention to detail and accuracy | ✓ | |
| | Flexible, reliable, and punctual | ✓ | |
| | Ability to relate to academic staff and students | ✓ | |
| | Able to keep clear records | ✓ | |
| | Able to work under pressure and to tight deadlines | ✓ | |
| | Ability to work as part of a team | ✓ | |
| | Sympathy with Christian Ethos of the School | ✓ | |



Safeguarding

Monkton Combe School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and Disclosure and Barring Service.

- [Child Protection \(Safeguarding\) and Staff Code of Conduct and Behaviour Policy, including EYFS](#)
- [Equal Opportunities Policy, including EYFS](#)

Diversity Statement

We seek passionate individuals who live out our four core values (confidence, integrity, humility and service) and inspire our bright, curious and enthusiastic students. Monkton thinks differently. We appreciate and value difference, and our ambition is to attract, develop and retain a diverse mix of talented people that will contribute to our ethos and values.