



Exams Invigilator

Part-time, Fixed-term

Term-time only

Application Pack



**Woking
College**



Letter from the Principal

Thank you for your interest in Woking College.

Woking College is an oversubscribed and highly successful college of over 1400 students drawing students from more than 60 different schools. Our very successful strategic focus has, for many years, been to create the very best environment for high quality of teaching and learning. Alongside this we place a very strong emphasis on maintaining our wonderful community, we have a more diverse College population than might be thought of as typical for Surrey but we are determined to maintain our inclusive ethos. We are fully committed to innovation whilst maintaining a humane and caring approach for all members of the College community which has resulted in the doubling of the student population in recent years.

Woking College is enjoying record results, very positive value-added and an abundance of applications and quite rightly has a teaching and learning culture which is the envy of other institutions, indeed in our last staff survey 100% of College staff said they were proud to work at Woking College!

We have benefited hugely from an impressive transformation of the College's estate over recent years, with the completion of a new Sports Centre in 2014, a new Arts Block in 2015 and a modern and larger Science Building in 2016. A full size 3G pitch was completed in 2020. A £3m teaching block is currently under construction and we are well advanced in a community project with a £2m+ project to work collaboratively with an adjacent community centre to enhance our estate even further.

We recognise the advantages of collaboration and have worked hard over the years to build and maintain close working relationships with other education providers and the Local Authority. The College has been a long-standing member of S7, the Surrey and Sussex group of Sixth Form Colleges, possibly the leading college consortium nationally, and we look forward to continued positive engagement with schools, colleges and the local community for the benefit of all.

With strong leadership from our passionate and committed senior leadership team, and with the support of excellent teaching and support staff across all areas, we look forward to the continued evolution of the College; we also look forward to meeting committed, engaging and passionate people who want to join us to further enhance the life-chances and choices of our students – which is of course our main mission as educators.

We very much look forward to receiving your application.

Brett Freeman
Principal



The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and successful applicants will be subject to Enhanced Disclosure and Barring Service (DBS) checks. The College is committed to equal opportunities.

The Role

The College requires Exam Invigilators to oversee and supervise students during the November 2022, January 2023 examination period. We will also be looking for invigilators for the Summer 2023 examination period. Invigilation opportunities may also arise at other times during the year.

Invigilating involves supervising examinations according to the examination boards' regulations, distributing question and answer papers, ensuring that the students enter and leave exam rooms calmly and dealing with student queries. We expect Invigilators to approach the job in a serious and professional manner; punctuality and reliability are essential. In addition, Invigilators need to be able to communicate effectively with people. This is an active role and will require Invigilators to be on their feet and walking up/down during the exam in the sports hall or equivalent examination room.

Salary: £10.65 per hour (inclusive of holiday pay). Hours will vary depending on the number of examinations and the number of students taking exams each session.

Training: Successful candidates will be required to complete a compulsory 3-hour online training course.

Timings:

Invigilators must be available at the following times:

- **Morning session:** Duration of exams can take up to 3 hours 45 min
Candidates must be on the College site from **8.00am**, and be available until **12.45pm**
- **Afternoon session:** Duration of exams can take up to 3 hours 15 min
Candidates must be on the College site from **12.30pm**, and be available until **4.45pm**.

Key dates:

Invigilators will generally work either a morning or an afternoon session, occasionally both if it is a busy examination day.

November 2022: the exam period runs from **31 October to 7 November 2022**.

If you are not available for these dates, your application may not be successful.

January 2023: the exam period runs from **9 January to 24 January 2023**.

If you are not available for these dates, your application may not be successful.

Summer 2023: the exam dates are not yet published but they are likely to be mid-May to late-June 2023.

If you are not available for a substantial amount of dates during this time period, your application may not be successful.



Why work with us?

Woking College has a strong sense of community in which everyone is valued; we look forward to welcoming new members of staff to join our team.

We have an inclusive ethos, and are proud of our diverse students and staff community. The College is committed to safeguarding, alongside our core values of inclusiveness, adhering to the highest personal, professional and academic standards, supporting individual wellbeing, supportive management and positive relationship and a sustainable future for all. We expect all staff, volunteers and others involved in the College community to share this commitment.

Staff survey results for 2020 stated that:

- ✓ 100% of staff are proud to work at Woking College.
- ✓ 99% agreed that leaders are considerate of staff wellbeing.

- A positive approach to staff development; including regular cross-College sharing best practice sessions
- Opportunities for staff training within the S7 consortium of Colleges & liaison with peers within the consortium
- Regular whole-College communication including weekly staff briefings
- Regular departmental meetings to ensure support and share departmental best practice
- Excellent student behaviour and productive working relationships with the Student Union
- Excellent links with local schools, businesses and universities
- Welcoming, friendly and approachable community, a harmonious working atmosphere

Benefits include:

- Free on-site parking
- Staff room with free hot drinks available to all staff, Friday cakes
- Onsite canteen with a range of healthy options to purchase, and a new Costa coffee shop
- Regular staff social events: bowling, staff quiz, summer BBQ, weekend walks/cycling, Christmas party
- College gym available for staff use, yoga classes, staff football (new 3G pitch)
- Free eye test vouchers
- Flu jab
- Cycle to work scheme
- Pension: eligible employees will be automatically enrolled in the Teacher's Pension Scheme, or the Local Government Pension Scheme (support staff), unless you decide to opt-out
- Employee support: staff have access to a confidential employee support helpline
- Location: Excellent train links from London Waterloo and the South Coast, walking distance of Woking station. Close to A3, M25 & M3 junctions



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Application & Selection

Application forms are available to download from our website: www.woking.ac.uk/about/staff-vacancies/ Please note that CVs will not be accepted on their own.

Completed applications, or any queries regarding the role or your application, should be sent via email to Kirsty Crook (Personnel Officer): recruitment@woking.ac.uk

Please ensure **education** and **employment history** is completed fully, gaps in employment must be accounted for under the section entitled "Periods when not working". We would like to see your passion for the role and the College in your **supporting statement**, please use this opportunity to include personal skills, experience relevant to the post, and reasons why you feel you would be successful if this post.

Closing date: 9am, Monday 3 October 2022

Interviews: to be held on Monday 10 October and/or Tuesday 11 October 2022

Shortlisted candidates will be notified, invited for interview and references will be taken up immediately. Please note that it is not possible to inform candidates who have not been short-listed due to time constraints.

The interview process will comprise of the following, but may be subject to change:

- a guided tour of the College
- Interview with the Principal and senior member of staff
- Secondary interview with senior member of staff
- Informal meet with department members
- Task

The College encourages all candidates to be familiar with the following documents:

- Section 1 of the DfE paper on "Keeping Children Safe in Education" September 2022
- Woking College's Safeguarding and Child Protection Policy.
- In line with the General Data Protection Regulation (GDPR) the College asks candidates to consider the Privacy Notice for Job Applicants

The documents listed above are available from the College's Staff Vacancies page (link above).



Job Description

Post title: Exams Invigilators

Responsible to: Exams Officer

Job Purpose: To ensure the fair and proper conduct of examinations in accordance with all official regulations and college policies in an environment that enables all students to perform in an examination to the best of their ability.

Job Responsibilities

1. To follow closely and enforce exam procedures and regulations.
2. To assist in the organisation of students and their entry into examination rooms.
3. To assist with setting up exam rooms by laying out stationery, equipment and exam papers in accordance with strict procedures.
4. To assist candidates prior to start of examinations by directing them to their seats and advising them about possessions permitted in examinations rooms.
5. To ensure that candidates do not talk once inside examination rooms.
6. To ensure that all candidates are correctly identified.
7. To invigilate exams in accordance with the 'Instructions for Conducting Examinations' book supplied by the JCQ.
8. To deal promptly and sensitively with queries raised by candidates.
9. To escort candidates from examination rooms during the examination as required and supervise them whilst outside the room.
10. To assist in the collection of scripts and dismissal of candidates.
11. To supervise candidates leaving examination rooms at the end of examinations, ensuring that they do not remove any equipment or stationery from the room without authorisation; and to ensure that they leave the room in an orderly and quiet manner.
12. To undertake such other duties as may reasonably be required to ensure the efficient and effective running of examinations.

General Responsibilities

13. To support the college in ensuring compliance with the requirements of the GDPR Act.
14. To act at all times in accordance with the College's Equality & Diversity policies.
15. To act at all times in accordance with the College's Safeguarding policy. Ensuring the safeguarding of students at the College, recognising one's own role in liaison with the designated safeguarding team.

16. To contribute to the safety policies of the College as directed by the Principal and to ensure that Health & Safety Regulations are observed within the Curriculum Areas and within the College in general.
17. To take part in the training programmes provided by the College and agree to the process of professional reviews.
18. To undertake any other particular duties which may be reasonably assigned to you by the Principal from time to time.

Person Specification

The person appointed will be to demonstrate the following criteria:

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Numeracy and literacy skills (GCSE level or equivalent) 	
Skills/Abilities	<ul style="list-style-type: none"> • An understanding of the exam process. • An ability to establish effective working relationships with professional staff. • Effective written and oral communication skills. • An ability to work on their own initiative and as part of a team. • The ability to work under pressure. • Accuracy and an attention to detail. • Being able to handle and report incidents succinctly and accurately. 	<ul style="list-style-type: none"> • Experience of testing or assessment methods. • Proven administrative skills/experience dealing with paperwork.
Experience	<ul style="list-style-type: none"> • A familiarity with administrative duties. • Experience of working with young people. 	<ul style="list-style-type: none"> • Experience of working in an educational setting. • Previous invigilation experience.
Other Requirements	<ul style="list-style-type: none"> • Be reliable and punctual. • A willingness to work flexibly. • This is an active role and will require Invigilators to be on their feet and walking up/down during the exam in the sports hall or equivalent examination room. • November 2022: Be available for a substantial number of sessions during the exam period from 31 Oct to 7 Nov 2022 • January 2023: Be available for a substantial number of sessions during the exam period from 9 Jan to 24 Jan 2022 • Summer 2023: Be available for a substantial number of sessions during the summer exam period from mid-May to late June (dates not yet published) 	