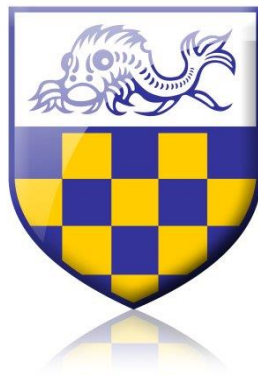


**Longhill High School
Rottingdean
Brighton**



Information Pack 2025

Examination Invigilator

Part-time Casual Work

NJC Scale 3 Point 7 £13.26 per hour



LONGHILL

HIGH SCHOOL

Falmer Road
Rottingdean
Brighton
East Sussex
BN2 7FR
Phone 01273 304086
Fax 01273 303547

March 2025

Dear Applicant

Thank you for your application to join the community at Longhill High School. I hope you will find the contents of this pack both interesting and informative.

We would encourage you to find out all you can about the school to ensure that you are making your application from a fully-informed basis. You can visit our website at www.Longhill.org.uk

In March 2024 Ofsted said that *'Leaders support staff well. They are mindful of their workload. Staff feel motivated and valued. They are grateful for the encouragement that they receive and feel that it is helping them to improve.'*

Your commitment and enthusiasm towards the Longhill High School ethos, as well as the skills that you are able to bring to the school, will be key in our decision making process.

Shortlisting for interview will be based solely on the information you provide on the application form and covering letter. Please include evidence of how you meet the criteria set out in the person specification, providing examples where possible.

An application form can be found on the school website www.Longhill.org.uk. Please return your application by e-mail to: personnel@longhill.org.uk or by post for the attention of the, Heads PA, Longhill High School, Falmer Road, Rottingdean, Brighton BN2 7FR.

We take the issue of safeguarding children very seriously and all applications are processed accordingly. Please note that any appointments are made subject to enhanced DBS clearance, identity checks, continuous employment/employment gaps checks and satisfactory written references which we will apply for prior to the interview.

Thank you for your interest and we look forward to hearing from you.

Yours sincerely

Mrs R Otulakowski
Headteacher

Headteacher: Rachelle Otulakowski
Email: admin@longhill.org.uk
Website: www.longhill.org.uk

BRIGHTON & HOVE CITY COUNCIL

JOB DESCRIPTION

Job Title: Examination Invigilator

Reports To: Examinations Officer

Department: Children's Services

Section: Schools

Purpose of the job

To supervise a student or group of students during an examination according to the requirements of JCQ Joint Council of Qualifications and external examination boards.

Principal Accountabilities

1. Assist with setting-up examination venues including laying out equipment and assisting candidates prior to the commencement of exams in accordance with strict procedures.
2. Invigilate examinations maintaining the rules set by the External Examination Boards and in-house regulators.
3. Manage the behaviour of students whilst they are undertaking examination work to ensure that examination conditions are maintained and report back to the Examinations Officer on the behaviour of students during the examination and any issues arising.
4. Respond to any questions from students about procedures, distribute and collect examination papers and equipment as required.
5. Deal with any immediate problems or emergencies according to the school's policies and procedures including reporting/communicating any problems/incidents/emergencies to the examinations officer.
6. Collect the completed examination scripts after the examination in the required order and return them to the Examinations Officer or appropriate member of staff assisting with collation as required.
7. Provide general administrative support such as taking a register, as required.
8. Supervise students who have to leave the examination room for any reason such as illness or who have examination clashes i.e. more than one examination at the same time on the same day.
9. Attend and participate in meetings as required prior to invigilation.
10. Participate in training and other learning activities as required.

General Accountabilities

- To be prepared to implement the Council's Equalities Policy at all levels appropriate to the job and must at all times carry out his/her duties with due regard to the Council's Equalities Policy.
- To be responsible for the implementation of, and compliance with, the provisions of legislation relating to health and safety and child protection and comply with legislation relating to works and contracts as are within the direct responsibility of the postholder.
- To undertake such other duties appropriate to the grade and character of the work as may be reasonably required.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

PERSON SPECIFICATION

Job Title: Examination Invigilator

Department: Children's Services

Section: Schools

Criteria	Essential Criteria
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Job Related Education, Qualifications & Knowledge

- Knowledge and understanding of the examination requirements of External Examination Boards and in-school requirements.
- Familiar with the full range of school policies and procedures, particularly those regarding health, safety and security, equal opportunities issues, child protection, confidentiality, data protection and special educational needs (SEN)
- Understand a range of strategies to deal with managing behaviour as a whole and also individual behavioural needs

Experience

- Experience of working in the education sector is desirable

Skills & Abilities

- Ability to safely and fairly manage examination conditions in school
- Demonstrates a firm but friendly approach
- Demonstrates positive, confident and sensitive management of students (including those who display challenging behaviour)
- Displays good written and oral communication skills
- Relates well to children, young people and adults
- Good observational skills with the ability to feedback information clearly and concisely
- Patience and resilience
- Good numeracy / literacy skills
- Displays accuracy and attention to detail

Equalities

- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.

SUMMARY STATEMENT ON USE OF DISCLOSURE INFORMATION IN RECRUITMENT & SELECTION

Introduction

Thank you for applying for a position within Brighton & Hove City Council. You have applied for a post or voluntary work that falls under the definition of 'regulated position' under exemptions to the Rehabilitation of Offenders Act 1974. This means that a criminal conviction check (or disclosure) will be undertaken on any individual who is offered the post. Where appropriate (where the post involves working with children or vulnerable adults) details will also be checked against the Department of Health and Department for Education & Skills lists. These checks are undertaken by the Disclosure & Barring Service (DBS) only when a conditional offer of employment has been made but you will be asked during the recruitment process to declare any relevant information.

It is the intention of Brighton & Hove City Council not to discriminate unfairly against individuals on the basis of their previous offending history. Possession of a criminal record is not an automatic bar to obtaining employment or voluntary work.

The purpose of this Statement is to provide assurance to applicants that the information released in Enhanced Disclosures is used fairly and that sensitive personal information is handled and stored appropriately and kept for only as long as necessary.

Handling of Disclosure Information

Recipients of Disclosure Information at Brighton & Hove City Council will only disclose this information to the recruiting manager and Human Resources Manager. Unauthorised disclosure of any information provided by the DBS is an offence under Section 124 of the Police Act 1997.

Disclosure Information will be securely stored and will be retained for a maximum period of six months unless, in exceptional circumstances, formal written agreement of the DBS is obtained to retain them for a longer period. Brighton & Hove City Council as a Registered Body must comply with the DBS Code of Practice. All matters relating to the use of Disclosure Information will be undertaken in accordance with the DBS Code of Practice and Brighton & Hove City Council's Code of Practice on the Use of Disclosure Information.

Further Information

If you are successful in obtaining a conditional offer of employment (or have been accepted as a volunteer), you will be sent further information on the Disclosure process including guidance on completion of the Disclosure Application Form. Disclosures for employment will be funded by the Council and Disclosures for Volunteers are free of charge.

Further information on the DBS and the Disclosure process including the DBS Code of Practice can be obtained by visiting the web site: www.homeoffice.gov.uk/dba or by calling 0870 90 90 844.

Further information on the Council's Policy on the Recruitment of Ex-Offenders and the Code of Practice on the Use of Disclosure Information can be obtained by contacting Human Resources on (01273) 292313.