



Clifton High School

CANDIDATE INFORMATION
EXAMINATION INVIGILATOR



CONTENTS

INTRODUCTION TO OUR CLIFTON HIGH SCHOOL	PAGE 3
JOB DESCRIPTION	PAGE 4-5
PERSON SPECIFICATION	PAGE 6
CLIFTON HIGH SCHOOL AS A BUSINESS	PAGE 7
BEING A CLIFTON HIGH SCHOOL EMPLOYEE	PAGE 8
OUR CLIFTON HIGH SCHOOL VALUES	PAGE 9



BEYOND A SCHOOL, a place to belong



AN INTRODUCTION TO OUR SCHOOL

Clifton High School is future-focused with traditional values. Located in the heart of the beautiful and picturesque Clifton Village in Bristol, we are a mid-sized, all-through, independent school, educating boys and girls aged 3-18 years.

‘Realising Individual Brilliance’ is more than a tagline at Clifton High School; it is an aspect of education we truly believe in and see exemplified every day. Each child's unique talents and qualities are nurtured and celebrated in ways bespoke to them as an individual.

Clifton High School is renowned for its strong pastoral and family ethos. The safety and well-being of each pupil is our priority, ensuring emotional and personal development is given the same level of importance as academic achievement.

Our community rapport, teacher encouragement and continuous support create an atmosphere where children and young people develop happily and progress successfully. Parents often comment on the excellent relationships between staff and pupils as “relaxed yet always respectful”.



JOB DESCRIPTION

Job Title: Examinations Invigilator

Department: Examinations and Data

Reports to: Examination Officer

GENERAL QUALITIES

Examinations invigilators are responsible for ensuring that examinations are carried out smoothly and according to the regulations of the relevant examination bodies. They will conduct examination sessions, as well as help to set up rooms beforehand and deal with the administration and dispatch of scripts to the examination bodies.

SAFEGUARDING

Clifton High School staff is committed to safeguarding and promoting the welfare of children and young people across this 3-18 School, both in and out of the School when in their charge and care. The post-holder will also ensure that any volunteers they have engaged to work with the children and young people are also committed to Safeguarding and are fully aware of the School's policies and procedures beforehand.



MAIN RESPONSIBILITIES

Before pupils enter for examinations:

Ensure examination rooms are in good order and set up ahead of time for the next examination:

- Put up notices as required
- Ensure seating has been laid out and any candidate cards are allocated properly
- Be aware of any specific requirements for the upcoming examination

At the start of examinations:

- Seat candidates and issue examination materials before starting
- Take an accurate register of candidates
- Brief candidates on examination rules before starting
- Supervise candidates and ensure no disruptive behaviour or malpractice occurs
- Record all incidents
- Arrange supervision for candidates who need to leave the room

At the end, and after the examinations:

- Ensure candidates leave the room in an orderly fashion, maintaining silence
- Collect examination materials and ensure these are handled according to relevant requirements
- Ensure the examination room is left tidy, ready for the next session

Training:

- Attend training sessions before employment and refresher training as required to ensure all invigilators have sufficient knowledge of processes and procedures for examinations
- Attend annual safeguarding training

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post.

PERSON SPECIFICATION

Skills and Abilities	• Ability to communicate effectively, both orally and in writing • Excellent timekeeping skills • Excellent attention to detail • Ability to work independently and as part of a team • Ability to work under pressure
Professional Knowledge and Understanding	• Good understanding of national examinations
Experience	Desirable • Experience working with children and young people • Previous invigilation experience would be an advantage
Qualifications	GCSEs in English and Mathematics
Personal Qualities and Competencies	• Calm and confident demeanour • A complete commitment to the integrity of the examinations process • Tact, discretion and sensitivity • High attention to detail and presentation • Confident when dealing with pupils
Attitudes and Outlook	• Ability to appreciate the needs of the whole School • Positive and proactive approach to the task at hand • Commitment to the Safeguarding of our pupils • Adaptable and flexible



CLIFTON HIGH SCHOOL AS A BUSINESS

Just like other independent schools, Clifton High School is a business.

Our product is a high-quality, desirable education. To ensure we continue to provide the education and experience we are so passionate about, our business must be successful. This is largely down to fees; securing future pupils, retaining families, as well as maintaining and building upon the reputation we uphold.

Our parents are our customers, each making large financial and emotional investments in our School. As such, all employees are representatives of the School and play a part in its success.

With a flourishing and affluent Bristol population, the demand for an independent education is strong and highly competitive. To illustrate this, there are more independent schools within the city and its outskirts than anywhere else in the country, other than North London.

Clifton High School has learnt never to be complacent but to strive to keep competitive and ahead of the game. Our unique offering, together with co-curricular activities and personal and social development, is emphasised alongside academic excellence. Parents very much value this. Indeed, it is an important reason why they choose us.

Competition to attract pupils is high, and as such, we seek to appoint and retain staff of the highest calibre who act as ambassadors for the School, embracing and reinforcing our ethos and values.



BEING A CLIFTON HIGH SCHOOL EMPLOYEE

Working at Clifton High School involves a commitment to the vision, culture and heart of the School. All staff members work with colleagues to ensure that the School fulfils its aims.

Our pupils are fun, inquisitive, enthusiastic and rewarding. Staff are expected to share and champion this passion for bringing out the best in each one of them. Classes are small, allowing staff to not only strive to achieve the highest standards but also to make a significant contribution beyond them. All staff enrich and strengthen the wider life of the School by undertaking duties, offering and supporting activities or clubs. As role models for our young people, they are encouraged to show planned and focused career development.

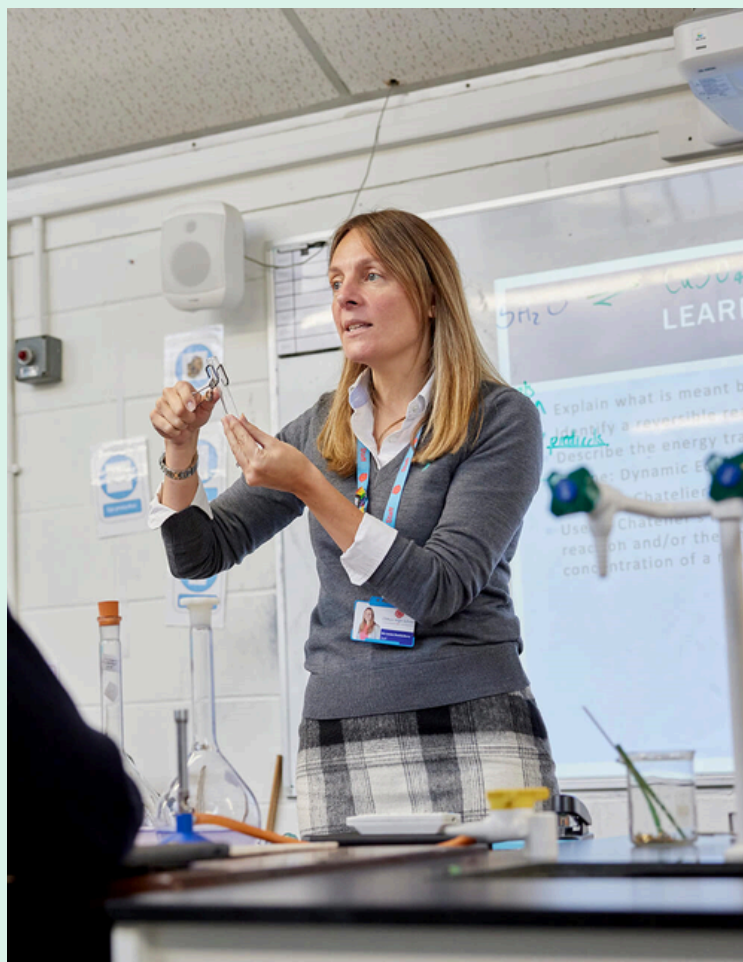
Focusing priority on excellence in the teaching and learning of our young people, as well as their personal development, staff are also encouraged to learn new skills and advance their own professional growth. Whilst Clifton High School encourages its young people to acquire skills, its staff must also lead by being open to new skills and knowledge.

We very much hope every individual, whether part of teaching, support, business administration or otherwise, to feel they belong to our Clifton High School community, sharing our common goal of the health, safety, well-being and education of our young people at its core.

‘Realising Individual Brilliance’ is not just for the pupils, but for everyone at Clifton High School.

What do we have to offer you?

- A committed and supportive staff community
- Motivated children with a desire to learn
- A drive to change and be better
- A culture of high ambition and excellent pastoral care throughout the school
- A history of embedded excellent best practice
- A creative and inspiring ethos with School values that our children and staff members carry with them for life
- Strategic, committed and supportive leaders
- Regular support and training to update skills
- Healthy and nutritious two-course lunch during term times
- ‘School Fee Discount Scheme’ for permanent staff members
- Regular staff socials



OUR VALUES



CURIOSITY

We educate our young people to be informed, inquisitive individuals with the ability and knowledge to use the art of questioning to explore the development of new, independent ideas. This, in turn, instils in them confidence and a lifelong love of learning.



EMPATHY

Relationships are enhanced when the value of love, for oneself and others, is achieved. This is something we encourage in all pupils, alongside a love of the planet we live on, the natural world around us and a passion for preserving it.



EMPATHY

The consideration of alternative perspectives is something we encourage in our pupils. It enables them to go out in the world with a desire to make positive change, through kindness, respect and understanding.



DIRECTION

We constantly support pupils to strive for ambition through a commitment and dedication to achieve personal goals that provide individual and personal direction, give purpose and drive motivation.

OUR STRATEGIC AIMS

At Clifton High School our strategy identifies six key areas that form the basis of our future:

- Pastoral Heart
- One School, One Team
- Beyond Academic Excellence
- Strong Community
- Secure and Successful
- An Environment to Thrive





Clifton High School

**THANK YOU FOR YOUR INTEREST IN
WORKING AT CLIFTON HIGH SCHOOL**