



Clifton High School

CANDIDATE INFORMATION
EXAMINATION INVIGILATOR



CONTENTS

INTRODUCTION TO OUR SCHOOL **PAGE 3**

JOB DESCRIPTION **PAGE 4-5**

PERSON SPECIFICATION **PAGE 6**

CLIFTON HIGH AS A BUSINESS **PAGE 7**

BEING A CLIFTON HIGH EMPLOYEE **PAGE 8**

OUR VALUES **PAGE 9**



BEYOND A SCHOOL, a place to belong



AN INTRODUCTION TO OUR SCHOOL

Clifton High School is a forward-looking school set in beautiful surroundings in the heart of Clifton. We are a mid-sized, all-through, independent school, educating boys and girls from 3-18 years. 'Realising Individual Brilliance' is more than just a tagline at Clifton High, it is something we truly believe in and see exemplified in many ways, every day at our School. Each child's unique talents and qualities are nurtured and celebrated, in ways bespoke to them as an individual.

Clifton High School is known for its strong pastoral and family ethos. The safety and wellbeing of each pupil is our priority. We are a School that ensures a child's emotional and personal development is given the same level of importance as their academic achievements. Parents comment on the excellent relationships between staff and pupils - relaxed but always respectful. The rapport, encouragement and support available to every single child, pupil and student create an atmosphere where children and young people can develop happily and progress successfully



JOB DESCRIPTION

Job Title:	Examinations Invigilator
Department:	Business Support
Reports to:	Exams Officer and Data Manager

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

All staff at Clifton High will be committed to Safeguarding and promoting the welfare of children and young people across this 3-18 School, both in and out of the School. They 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 start
- Take an accurate register of candidates
- Brief candidates on examination rules before start
- 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 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 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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Good understanding of national examinations
Experience	Desirable <ul style="list-style-type: none">• Experience working with children and young people• Previous invigilation experience would be an advantage
Qualifications	<ul style="list-style-type: none">• GCSEs in English and Mathematics
Personal Qualities and Competencies	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Ability to appreciate the needs of the whole school• Positive and proactive approach to the task in hand• Commitment to the Safeguarding of our pupils• Adaptable and flexible



CLIFTON HIGH AS A BUSINESS

Just like any other independent school, Clifton High is a business. Our product is a high-quality, desirable education. However, to ensure that we can continue to provide the education and experience that we are so passionate about, we must function as a successful business. This is largely down to fees; securing future pupils and retaining families, and maintaining and building on the good reputation we have. Our parents are our customers and are making big 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 population, the demand for independent education in Bristol is strong. However, the offering from the independent sector is highly competitive, with more independent schools within the city and its outskirts than anywhere in the country other than North London.

As a school, we have learnt never to be complacent but to strive to keep competitive and ahead of the game. Clifton High School has a unique offering where extra-curricular activities and personal and social development are given emphasis alongside academic excellence. Our 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 and embrace and reinforce our ethos and values.



Being a Clifton High Employee

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

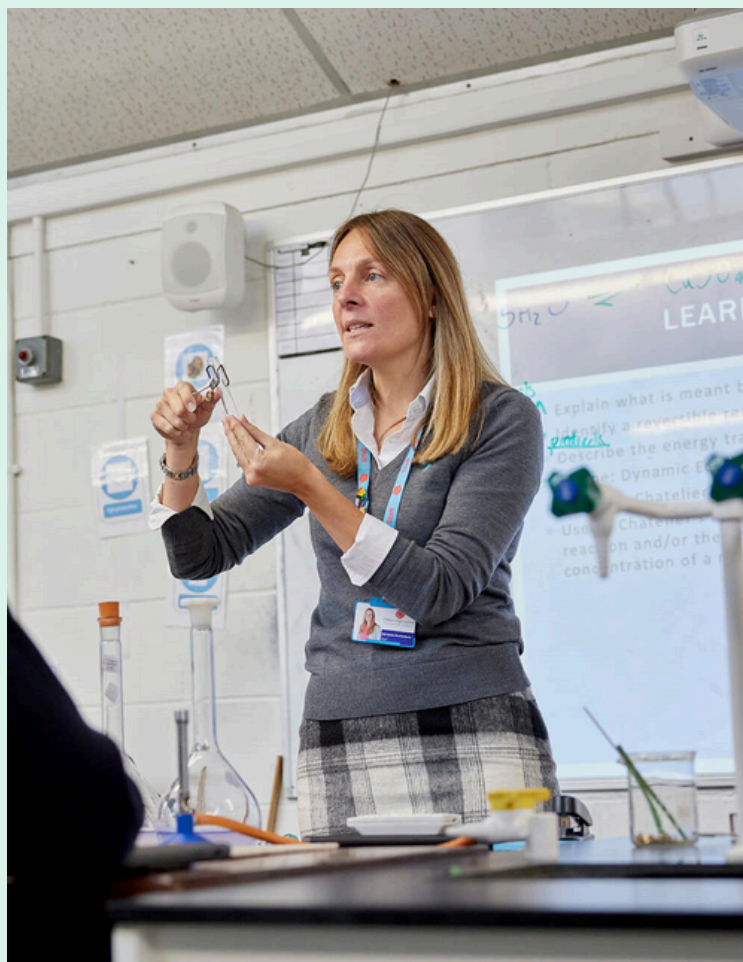
Our pupils are fun, inquisitive, enthusiastic and rewarding, and staff are expected to share and champion our passion for bringing out the best in each and every one of them. Classes are small, giving staff the opportunity not only to strive to achieve the highest standards within it, but also to make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

Whilst 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. The School encourages its young people to acquire skills and its staff must lead by being open to new skills and knowledge .

We very much want every individual, whether part of teaching, support, business administration or otherwise, to feel that they belong to our community and share our common goal with 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.

What do we have to offer you?

- Committed and supportive staff
- 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 and school values that our children and team carry 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 want to encourage a natural and joyful interest in our pupils that inspires playful exploration and discovery in the world around them



LOVE

We want children to understand and appreciate the importance of showing love and respect; not only to fellow humans, but to the world around us.



EMPATHY

We place huge importance on our ability as humans to put ourselves in other people's shoes and show compassion towards them.



DIRECTION

We believe in guiding and supporting individuals to discover their own unique brilliance and helping them find the right path to fulfil their potential.



OUR STRATEGIC AIMS

At Clifton High School, our aims are based around six key areas:

- Raising Expectations and Academic Outcomes
- Mental and Physical Wellbeing
- Technology for Learning and Communicating
- The Business of Education
- Learning and Teaching
- Our Environment



Clifton High School

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