



THE GRANGE
SCHOOL



Recruitment Pack
Examinations Invigilator

Welcome

Thank you for your interest in the position of Examinations Invigilator at The Grange School in Hartford. We are an independent, co-ed school for children aged 4-18 located in the heart of Cheshire and we are looking for passionate and dedicated teachers who are committed to helping our students reach their full potential.

We are committed to providing a rigorous and engaging curriculum that meets the needs of all learners. The curriculum is aligned to the latest standards, and it is designed to challenge students and help them reach their full potential. We also believe that it is important for teachers to be lifelong learners themselves, so the school offers a variety of professional development opportunities for teaching staff to stay up-to-date on the latest teaching practices. These opportunities can help you improve your skills and knowledge and be more effective in the classroom.

The school has a supportive and collaborative school community. Teachers and support staff work together to create a positive learning environment for students. They also provide support and resources to each other, which helps everyone to be more effective in their work. The Grange School is committed to providing a high-quality education for all students, and we are constantly striving to improve.

If you are a passionate and dedicated teacher looking for a school that is committed to providing a first-class education for all students, then The Grange is the place for you. If you would like to discuss this vacancy please contact Mrs Lynn Geary, HR and Governance Officer by email to: recruitment@grange.org.uk, or call 01606 539039.

Dr Lorraine Earps
Head



Hartford, Cheshire

Hartford is a village in Cheshire West and Chester, 2 miles to the south west of the town of Northwich and surrounded by Weaverham to the north, Kingsmead and Davenham to the east, Whitegate and Marton to the south and Cuddington to the west.

The village was recorded in the Domesday Book of 1086, when the Manor was held by Gilbert de Venables as part of the Barony of Kinderton. In 1644 during the English Civil War a battle was fought at Hartford Green when Royalists from Chester encountered the Parliamentary forces from Northwich.

Hartford has a number of Grade II listed buildings including Hartford Hall Hotel which dates from the 16th century and Vale Royal Railway Viaduct, built in 1837. There are also a number of local shops including a newsagents, hairdressers, dry cleaners, florist, a cafe and a butcher. The village is also home to Hartford Tennis Club, Hartford Cricket Club, a bowling club, and a golf course with a driving range.

The A556 bypasses the village as part of the Northwich bypass and the bridge that carries the road over the River Weaver is known as Hartford Bridge or Blue Bridge, and was built in 1938. Hartford is served by Hartford railway station on the West Coast Main Line between Liverpool and Crewe and by Greenbank railway station on the Mid-Cheshire Line between Chester and Manchester Piccadilly.



Examinations Invigilator

The Opportunity

Salary: £13.04 per hour
Reports to: Examinations Officer

The Grange School is seeking to appoint Examinations Invigilators, responsible for the supervision of external (A Level and GCSE) and internal examinations in accordance with the rules and regulations of the respective examination boards and the school.

The role is offered on a casual basis depending on the needs of the school.

The main external examination period takes place during May and June with internal examinations scheduled at various times in the Spring and Summer terms.



A young woman with long brown hair and glasses, wearing a grey school blazer over a white shirt, is smiling and looking towards the camera. She is in a classroom or office environment with other people and computer monitors in the background.

Examinations Invigilator Responsibilities

The role of the invigilator

- To ensure that examinations are conducted according to the regulations to:
- ensure all candidates have an equal opportunity to demonstrate their abilities
- ensure the security of the examination materials before, during and after the examination
- prevent possible candidate malpractice
- prevent possible administrative failures

Main duties

- Before examinations
- Report to and be briefed by the exams officer prior to each exam session
- Keep confidential exam question papers and materials secure before, during and after exams
- Ensure exam rooms are set up according to the requirements
- Admit candidates into exam rooms under formal examination conditions
- Give full attention to conducting the examinations properly
- Identify candidates and seat candidates according to the required arrangements
- Distribute the correct question papers and exam materials to candidates
- Instruct candidates in the conduct of their exams
- Deal with candidates questions
- Start exams

During examinations

- Supervise and observe candidates at all times and be vigilant throughout
- Keep disruption in examinations rooms to a minimum
- Deal with emergencies or irregularities effectively
- Record/report any incidents, disruption or irregularities
- Complete attendance registers
- Deal with candidate questions according to the regulations

Examinations Invigilator Responsibilities

After examinations

- Instruct candidates in finishing their examinations and collect examination scripts and materials
- Dismiss candidates from the examination room
- Check candidates' names on scripts match the details on the attendance register
- Securely return all examination scripts, question papers and materials to the exams officer

Other tasks

- Undertake training, update and review sessions as required
- (prior to invigilating any external examination in a new academic year) Undertake relevant online invigilator training and assessment, centre-specific training/updates for that academic year
- Undertake, where required and where able, other duties requested by the exams officer, for example:
 - centre supervision of examination timetable clash candidates between examination sessions
 - facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
 - other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'

Essential skills and experience

- 5 GCSEs (or equivalent) including English Language and Mathematics
- Excellent communication and interpersonal skills
- A reliable and responsible work ethic
- A commitment to upholding confidentiality and maintaining exam security
- The ability to work with a high degree of accuracy and attention to detail
- The ability to work calmly under pressure

Desirable skills and experience

- Experience in a similar role preferred, but not essential
- Knowledge of Joint Council for Qualifications (JCQ) regulations
- Knowledge of school examination processes





How to apply

To apply for this position please complete and return an application form and write a covering letter for the attention of the Head, Dr Lorraine Earps and send to: recruitment@grange.org.uk. Applications can also be returned to us by post, to: The Grange School, Bradburns Lane, Hartford, Cheshire CW8 1LU.

The closing date for applications is 6th December 2024 at 12 noon with interviews planned to take place before the Christmas break.

The Grange School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a DBS check.

This post is exempt from the Rehabilitation of Offenders Act 1974.



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Cheshire, CW8 1LU
01606 539039
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www.grange.org.uk