



Support Staff Vacancy Details

The Park is one of two 11-16 comprehensives in Barnstaple. Park was opened in 1972 following the re-organisation of selective education in the town; however, the origins of the school date back to 1910, with the site housing both the Boys and Girls grammar schools. Many elements of the original buildings remain and these help to link the school to its proud and strong history.

The school currently educates 1472 students, mainly from the town of Barnstaple and outlying villages. In recent years, the popularity of the school has meant that the geographical catchment has increased, with many students now travelling some distance to join us.

This role is critical to the smooth running of the school day and supporting the needs of our community users who use the facilities during the evening and at weekends. It involves a wide range of tasks across a large campus, so if you like to be busy, are physically fit and like working as part of a team, this could be the role for you. All essential training can be provided for the right candidate.

The school is a founding member of The Tarka Learning Partnership (TLP), an academy trust with a vision to empower young people in North Devon through learning. The Trust includes Park's main feeder primary schools - Eden Park Academy, Sticklepath Community Primary Academy, Landkey Community Primary Academy, Roundswell Community Primary Academy, Newport Community School Primary Academy, Fremington Primary School along with North Molton Primary School. TLP is also the employer of staff in both the Devon Primary SCITT, a partner dedicated to primary school teacher training.

TLP supports Park and ensures academic rigour, collaboration and the further development of teaching and learning. Park also has strategic alliances with the North Devon Academic Board, and is a member of Dartmoor Teaching School Alliance and the North Devon Teaching School Alliance. This reflects a key focus of our vision and governance to ensure continual school development.

As part of the Tarka Learning Partnership we are a Safe Employer and thorough checks will be carried out as part of our commitment to Safer Recruitment. We do not accept Curriculum Vitae. All successful applicants will be required to undergo an Enhanced Disclosure and Barring Service (DBS) check.

Casual Support Staff Vacancy Details

Job Title: Exams Invigilator

Closing Date: 9am on Monday 22nd January 2024

Start Date: Spring 2024



How to Apply

Please visit <http://www.theparkschool.org.uk/working-for-us> to download the relevant application form. If you would like to discuss any aspects of the vacancy in advance of applying please contact 01271 373131 or email hr@theparkschool.org.uk. Please note we do not accept Curriculum Vitae.

Job Description

Job Title: Exams Invigilator
Responsible to: Exams Officer
Salary: NJC Grade B Scale Point 2 £11.79 per hour

Main Duties:

1. To complete training in the roles and responsibilities of the exams invigilator as stated in the "Guidance for Invigilators" instructions provided by the Exams Officer and the Examination Boards and to be aware of the centre specific instructions for the conduct of examinations such as evacuation routes and protocols for use in emergency situations.
2. To assist if required with the setting up of examination venues by laying out stationery, equipment and examination papers in accordance with the published guidelines.
3. To supervise the admission of the candidates to the examination room and to help them find their allocated seats quietly and efficiently.
4. To complete an attendance register, if required.
5. To consult with the Exams Officer to ensure that those pupils who require special consideration are known.
6. To distribute question papers, answer booklets and associated materials at the beginning of the examination if required and to collect them at the end.
7. To assist in the efficient timekeeping of the examination, ensuring that a clock, visible to all candidates, is in each examination room and that exam board instructions to candidates are displayed in line with legal requirements.
8. To supervise the candidates in a quiet and unobtrusive manner to ensure that the school and exam board regulations on conduct, communication, etc are strictly observed.
9. To scribe for pupils with special needs if so directed by the Exams Officer.
10. To respond to candidates' queries in accordance with examination regulations.
11. To distribute additional paper and/or equipment as necessary.
12. To ensure that any minor behaviour issues are dealt with in line with centre policy, report any breaches of the Examination Code of Conduct to the Exams Officer and submit a written report to the Examinations Officer if required.
13. To escort and supervise candidates who may need to leave the examination room in cases of emergency, ill health, or for the purposes of using the toilet. s
14. To ensure that the examination room is clear and tidied for the next session and that equipment is returned. To check examination desks for any graffiti and liaise with the Exams Officer to allow for its removal.
15. To sort sets of completed papers numerically at the end of the examination in preparation for posting.

16. To carry out other duties appropriate to this position as instructed by the Exams Officer or Headteacher

Safeguarding Level C:

- To be alert and active on issues relating to pupil welfare, safeguarding and child protection and to pass on information and concerns (significant and low-level) to the relevant personnel in the school

Person Specification

We expect our staff members to role model positive behaviours for young people, be resilient and adaptive in a school with rapidly changing needs, and help promote a supportive and compassionate working environment.

Shortlisting will be ranked based on the essential criteria (set out in the table below) being evidenced where possible in your application form. Candidates who are successfully shortlisted, will be invited to an interview to explore their suitability for the job.

The Park Community School, and Tarka Learning Partnership, is a Disability Confident Committed employer. If you are disabled and meet the minimum essential criteria (highlighted), you will be guaranteed an interview. Please complete the information on Page 15 of the Application Form.

We know there is no ‘perfect’ candidate, so if you meet most of the criteria and feel you would be an asset to the team, we would encourage you to apply. We provide training and mentoring to give you the best opportunity to excel in your role. The table below is not exhaustive and many more personality traits and skills are required to join the team.

In addition to the interview you may be required to perform a Task and, or undergo an Observation of skills in practice. If applicable, this is indicated in the Assessment Method column below as follows:

- A = Application
- I= Interview Questions
- T = A Task
- O = An Observation
- R = References

Category	Essential	Assessment Method	Desirable	Assessment Method
<u>Professional Skills/Attributes</u>	Good communication and interpersonal skills	I		
	Good organisational and time management skills	A, I, T		
	The ability to adapt and be flexible	A, I		
	The ability to invigilate for several hours at a time, if required – particularly during the summer exam season in May and June.	A, I		
	The ability to both patrol the examination room on a regular basis and to stand for periods of the exam.	A, I		

	This is necessary in order to monitor the conduct of students			
	An appreciation of the key issues involved in the examination invigilation	A, I, T		
	The ability to ensure students comply with examination regulations and conditions.	I		
Attitudes	Honest	A, I, R	Calm and reflective	A, I, R
	Enjoys working as part of a team	A, I, R	Risk averse	A, I, R
	Able to work under own initiative and independently	A, I, R	Flexibility in working hours	A, I
	Able to reflect and learn from experience	A, I, R		
	Resilient and able to function well under pressure.	A, I, R		
	Propensity for attention to detail	A, I, R		