

Job Advertisement

Impact North West Schools

Impact North West Schools (INWS) is a rapidly expanding independent special school situated in Birkenhead. In addition to providing an education for our students we also run an exam centre for private candidates who range from 16 years of age to adults.

Our school is dedicated to providing exceptional experience for all our private examination candidates, by offering a calm and reassuring environment in which to sit their examinations with us.

INWS is proud to be recognised as “Good” by OFSTED and a Centre of Excellence by the Inclusion Quality Mark for our exceptional outcomes and innovative practices. We are committed to continuous improvement, driven by our positive and empowering school culture, where students feel valued, understood, and encouraged to succeed.

Examination Invigilators

We are seeking part-time Examination Invigilators to assist with examinations for private candidates during all exam seasons.

Although flexible arrangements can be made to suit individual availability, we are looking for candidates who can commit to working throughout all our exam seasons which run in November, May and June.

In order to be successful in this role you will need to have excellent organisational skills, an ability to communicate effectively and have excellent interpersonal skills. Some invigilation will involve candidates using computers so good IT skills are essential.

Overall, the Invigilator should be confident and have a reassuring presence in the room.

This post involves regulated activity with children. The successful candidate will be responsible for the welfare of pupils during what can be a stressful time for them. As such you must be fully aware of all safeguarding policies and procedures and the application of those in this role.

Key Responsibilities:

- Supervise examinations, working in accordance with all regulations, policies and

procedures to maintain the integrity and security of the examination season.

- Safeguard the health, safety and welfare of all candidates in the examination room.
- Read out the instructions to all candidates at the start of each exam.
- Ensure the register is complete and alert the office staff of any absentees.
- Ensure access arrangements are carried out - this can include prompting candidates, reading to candidates and writing for candidates
- Organise the collection of all exam materials before any candidates are dismissed at the end of the exam.

Requirements:

- Good verbal and written communication skills.
- Good IT skills.
- Ability to work as part of a team.
- A good rapport with young people is essential.
- Be confident and have a reassuring presence in the exam room.
- Previous experience in a similar role would be advantageous but not essential.

SAFER RECRUITMENT STATEMENT

Impact North West Schools (INWS) is committed to safeguarding and promoting the welfare of children and young people in its school. INWS complies with the statutory legislative requirements and guidance that seeks to protect children including 'Keeping Children Safe in Education'. In order to meet this, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

Equal Opportunities

INWS recognises the value of, and seeks to achieve, a diverse workforce which includes people from all backgrounds.

INWS takes positive steps to create an employment culture in which people feel confident of being treated with fairness, dignity and tolerance irrespective of their individual differences.

This commitment extends beyond the relationship between and conduct of employees and potential employees, to the whole community.

INWS is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

