

# Richard Hale School



400 YEARS OF EXCELLENCE

Application Pack  
Exams Invigilator

December 2021



# Richard Hale School

## Exams Invigilator

Thank you for your interest in the post of Exams Invigilator. The application pack consists of an application form and the following information contained in this document:

- Information about the school
- Job Description

Please note:

- **Closing date:** – Closing date for applications is **Noon on Monday 6<sup>th</sup> December 2021.**
- **Electronic version of the application form**  
The application form is attached for completion and guidance notes are provided to assist you.
- **References**  
Please ensure that you provide email addresses for all your referees as we will request references by email. A **mobile number** for them would also be useful.
- **If you have any queries regarding this post**  
For general enquiries about the recruitment process, please contact Mrs Homan, HR Manager on [sho@richardhale.co.uk](mailto:sho@richardhale.co.uk).
- **How to apply and where to send your completed form**  
Please complete the application form and return it to the school as soon as possible, together with a letter of application, on no more than two sides of A4, which outlines the skills and abilities you could bring to the post. Please forward these by email to Mrs Homan at [sho@richardhale.co.uk](mailto:sho@richardhale.co.uk). Please accept our apologies as we may not be able to notify all candidates of the outcome of their application.
- **Criminal Declaration Form**  
All applicants invited to interview will be required to complete a Criminal Declaration Form prior to interview.

We look forward to reading your application, and thank you for your interest in our school.



## Richard Hale School

### Information about the school

Richard Hale School, called after its original wealthy benefactor, has stood on its present site since 1930. It was founded as Hertford Grammar School in 1617 on a site behind All Saints' Church near the town centre, and changed its name in 1974 when it became a comprehensive school. A door from the original school can be seen in the main foyer when you enter the school giving that sense of history that we are very proud of.

Richard Hale is an 11 - 18 year old boys' comprehensive school with a six-form entry in Year 7. We are heavily oversubscribed and we will have increased numbers of students to 180 in all years from September 2020.

Year 7 students are drawn from approximately 50 primary schools with admissions based on the post coding of traditional parishes. The intake comes from a large area of East Hertfordshire, particularly Hertford, Ware and the surrounding villages. The Sixth Form has continued to grow since becoming co-educational in 2005. It is now one of the largest in the area, with over 300 students, and attracts boys and girls from further afield than the immediate locality.

As a comprehensive school we take students of all abilities, however the ability of the students on entry is higher than the national average.

The school's buildings have been improved extensively over the years. Facilities include a Sixth Form Centre with tutorial rooms and a large study room, complete refurbishment of all Science laboratories, and a major programme of roof and window replacements. During 2017 a 3G all-weather football pitch was added to provide improved sport facilities for the students and we are working on securing funding for our Sports Hall. We play our Rugby games at Hertford Rugby Club, this provides a real experience for the students playing in front of a good crowd and under floodlight during the winter evenings. We run a complete set of Saturday morning fixtures in rugby, football and cricket over the year.

Underpinning all the work done within the school is a steadfast commitment to develop our students into thoughtful, disciplined, considerate and well behaved adults who are able to make a positive contribution to the community and wider world.

We are a Good School as Ofsted confirmed in our recent Ofsted Inspection. The feedback and report reflects the many strengths of the school. The report is available on the website but the following quotes really show what the school is like, "Pupils are proud to tell their friends that they attend the school. Parents typically say, 'My son loves coming to school. We are proud that our son is a Richard Hale pupil,'" and "Staff and pupils explained to inspectors that they feel like they are part of a large, supportive family."

## **The School curriculum and extra-curricular activities**

Our curriculum is traditional in principle, but also provides innovation where possible. Some key characteristics:

- We teach KS4 over three years so we can develop skills and enrich the students' learning experience alongside the increased content the new qualifications require.
- Large numbers of students take a modern foreign language and individual sciences at GCSE.
- Our Design and Technology provision includes Engineering, we have a garage on site allowing the students to experience motor engineering, this is alongside the other D&T disciplines.
- We offer a broad and balanced curriculum which provides a range of opportunities for our students catering for all interests and aspirations.
- Students in the Sixth Form have access to two learning pathways, academic or vocational. The Advanced Level offer is extensive with 21 subjects taught on site, expanding to over 30 through the local Federation of secondary schools. BTEC Science and Sport provide students with a more focused vocational curriculum.

At KS5 we teach a linear syllabus with students sitting examinations at the end of the two year course. Our destination data is strong with all our students achieving offers for university, many of these from the Russell Group, or successful entry into apprenticeships or employment.

Our aim is to create a learning environment in which all students can develop their learning, intellectual and personal abilities, both inside and outside the classroom. To this end we provide an extensive extra-curricular programme, with the school excelling in sport, music, drama, science and engineering competitions. Our Duke of Edinburgh's Award programme is strong with large numbers of students taking bronze or gold awards. The School's ethos is one of encouraging the participation of students in the wider school community through a diverse range of opportunities at all levels.

Much of the school activity is centred on the House system. Each pupil is allocated to one of the six houses (Cowper, Croft, Hale, Kinman, Page, Wallace) and throughout their school lives enjoy and compete in many activities, mainly organised by themselves and supported by the Heads of House. These range from sport, music and drama competitions to chess and other types of activity.

We work closely with a number of our primary schools. This ranges from some outreach work in music and other subjects as well as working with them to support transition arrangements for our Year 7 students.

Further information on the school and its history and achievements can be found on our website at [www.richardhale.herts.sch.uk](http://www.richardhale.herts.sch.uk).



# Richard Hale School

## Job Description: Exams Invigilator

### General requirements

- Experience of invigilation is not required as training in the role and duties of an invigilator will be provided
- Invigilators are required to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them
- Invigilators are required to confirm their availability in advance of main exam periods
- Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times

### An ideal candidate will

- be reliable, flexible and readily available during main exam periods
- have effective communication skills and good interpersonal skills
- work well as part of a team
- be confident and a reassuring presence to candidates in exam rooms
- be able to give instructions and manage situations involving different groups of people
- have basic IT skills (familiar with use of email, mobile phone messaging etc.)

### Main duties

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Richard Hale School regulations and instructions
- To have a key role in upholding the integrity and security of the examination/assessment process
- Ensure all candidates have an equal opportunity to demonstrate their abilities;
- Prevent possible malpractice

### Before exams

- 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 exam conditions
- 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 candidate questions
- Start exams

### **During exams**

- Complete attendance registers and seating plans, signing both as an accurate record
- Supervise and observe candidates at all times and be vigilant throughout exams
- Keep disruption in exam rooms to a minimum
- Deal with emergencies or irregularities effectively
- Record/report any incidents, disruption or irregularities and make lead invigilator aware
- Deal with candidate questions according to the regulations
- Accompany any student who may need to leave the exam room for any reason
- Provide additional answer booklets if required by a student
- Give all their attention to conducting the examination properly

### **After exams**

- Instruct candidates in finishing their exams
- Collect exam scripts and exam materials maintaining control of all students
- Arrange for any clash students to be supervised at all times
- Dismiss candidates who have completed their exam from the exam room in an orderly fashion
- Check candidates' names on scripts match the details on the attendance register, adjusting these if needed and signing the addition or amendment
- Securely return all exam scripts and exam materials to the exams officer

### **Other tasks**

- Undertake training, update and review sessions as required
- (prior to invigilating any exam in a new academic year) Undertake relevant online invigilator training and assessment for that academic year
- Undertake, where required and where able, other duties requested by the exams officer, for example
  - centre supervision of exam timetable clash candidates between exam 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' before the start of any examination

**Responsible to:** Exams Officer

**Hourly rate of pay:** £9.00

**Hours of work:** By negotiation and agreement during the main Exam periods.  
Externally in January, May and June and occasional November resit exams  
Internally for Year 11 Mocks in December  
Year 13 Mocks in January  
Year 8 exams immediately before Easter  
Year 10 exams immediately after Easter  
Year 12 exams to suit the External timetable in May / June  
Hours of work vary between 8.00am and 4.30pm.