



KING JAMES'S SCHOOL
KNARESBOROUGH



Candidate Information



Note from the Headteacher

Thank you for your interest in working at King James's School. Our school is a fantastic community, and I am sure that taking on this role would be a hugely fulfilling step on your career journey.

We are most proud of our ethos. We place students at the heart of all we do, and King James's students are delightful! The school is the heart of the community, physically located at the centre of this historic and beautiful market town. It is the school of choice for local residents, with most students walking to school, and those from surrounding villages who are fortunate to gain a place here, travel in on short bus journeys.

We have a truly comprehensive intake which brings a great vibrancy to the school. Our ethos is supported by clear values of 'Ready, Respectful, Engaged' which is demonstrated by the good behaviour and positive relationships enjoyed by staff and students throughout the school. Students are eager to be involved in all aspects of school life, including the many extra-curricular opportunities and visits that take place; the House events; and the Student Council. Parents are committed to supporting the school and there is a genuine feel of common purpose, with staff, students and parents all working in partnership to ensure that school is a happy place, with lots of opportunities, ensuring that students achieve well and go on to have great prospects.

We have a thriving sixth form where most of our students continue their education. We provide a wide range of Level 3 courses. Students go on to a wide range of destinations, including Oxbridge, Russell Group Universities, and high-quality apprenticeships and employment.

When joining King James's, you will be warmly welcomed by our dedicated team of colleagues. We have a strong pastoral team across school. However, there is no complacency, and the whole school is committed to being the best they can be. We are committed to developing all staff and offer a range of professional development opportunities both within school and through networking with other local schools, with whom we have close relationships.

We are part of a federation with Boroughbridge High School and there will be chance to work with colleagues in both schools; for your own professional development and with the aim of improving education across both schools, to benefit young people in the area, and not just in Knaresborough.

Our commitment to staff includes the offer of a range of benefits, including access to discounts at major retailers, employee assistance programs, and wellbeing initiatives such as cycle-to-work schemes. We do all we can to ensure every member of our team feels supported, valued, and empowered in their roles.

We have high expectations of one another, believing that our community deserves nothing less than excellence, but that comes with all the support you need to be successful and grow. A member of our Leadership Team will be your line manager, with whom you can share ideas, discuss challenges, and who will support you personally and professionally.

We are committed to deeply safeguarding and are keen to ensure that all our staff embody our values and promote the welfare of children. We therefore seek candidates with the right character and disposition as well as with the understanding of their responsibility to support the ongoing culture of vigilance in our organisation. Every member of staff will be undertaking Positive Regard training in September so that we have a common understanding of our culture.

Clare Martin
Headteacher



KING JAMES'S SCHOOL
KNARESBOROUGH

Lead Exam Invigilators

Immediate Start

Supply/Relief, Term Time Only

Grade E: £13.05-£13.69 per hour

We are seeking to appoint self-motivated Lead Exam Invigilators to work within our supportive team, as required during examination periods. The team is responsible for a wide range of duties, including the supervision of candidates and supporting the Exams Manager in the effective planning and co-ordination of examinations and providing guidance to other Invigilators to ensure that examinations are conducted as instructed by the Joint Council for Qualifications (JCQ).

King James's School is a large 11-18 comprehensive school and is proud to offer high quality professional development and career opportunities for all staff.

This is a term-time only, supply/relief contract. You must be available to work as required during examination periods, generally during the months of January, May, June and November.

You will have previous experience working as a Lead Exam Invigilator and good understanding of the Joint Council for Qualifications (JCQ) rules/ requirements. You will have the ability to manage time effectively to complete tasks to a high standard and have good organisational and communication skills.

If you would like an informal discussion about the role, please contact: **Louise Smith (Exams Manager)** on **01423 866061** or email **exams@king-james.co.uk**

The school is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. An Enhanced DBS disclosure is required for this post.

For an application form please visit our school website. Completed applications must be submitted via email to **recruitment@king-james.co.uk**.

Please note that CVs will not be accepted.



The Examinations Team

King James's School are pleased to offer this rewarding opportunity to support our students during a key milestone in their education, ensuring the best possible outcome from their examination process.

Our Exams Manager and team of Invigilators deliver an outstanding service to our students during their formal examinations. They are enthusiastic and committed and have played a major part in helping our students to successfully sit their examinations and achieve the best results they possibly can by ensuring that the examinations run smoothly.

In 2016 King James's School reached a significant milestone of its own in celebrating its 400th year anniversary and is proud to have an excellent academic record. In the Ofsted inspection carried out in January 2023, the school continued to be rated as Good.

King James's Sixth Form students attain and progress well. Sixth Form admissions policy is more inclusive than many providers and, therefore, the ability profile of the cohort is very mixed. Nevertheless, pass rates remain similar to national figures. The A Level Value Added score for the school has been Significantly Positive, and increasingly so, for five academic years.

King James's School's examination facilities include two very large halls, Chaloner Hall and S1, along with designated smaller rooms to accommodate students with special examination arrangements.

Examinations are taken at various times during the academic year (generally January, May, June and November) so please note that these positions are seasonal.

There are no guaranteed hours which mean you will be working on a temporary ad-hoc basis. Working days and hours are flexible. The successful candidate will be reliable and punctual, and it is essential that they have *good availability during the examination periods*.

The post would be ideally suited to applicants who feel a sense of responsibility for today's young people and who are able to work flexible daytime hours.

How to Apply

Please complete the King James's School non-teaching application form.

Please use the section "Experience & Qualities relevant to the Post" on the application form to demonstrate how you can meet the criteria given in the advert.

Please note CVs will not be accepted. Please do not enclose a covering letter as this will not form part of your application.

We are committed to safeguarding and promoting the welfare of young people and expect all members of staff to share this commitment.

An Enhanced DBS disclosure is required for this post through North Yorkshire County Council. This will be arranged for the successful applicant.

Your completed application form must be submitted via email to recruitment@king-james.co.uk **Wednesday 29th January 2025 by 08.00am**

Thank you for your interest in this post. If you have not heard from us within 21 days of the closing date, please assume your application has been unsuccessful and, in that event, may we wish you well in your search for a suitable position.



Job Description

Lead Exam Invigilators

POST: Lead Exam Invigilator	
GRADE: Grade E	
RESPONSIBLE TO: Exams Manager	
STAFF MANAGED: Exam Invigilators (within examination room)	
POST REF: SUPP420240	JOB FAMILY: 2
JOB PURPOSE:	<p>To be responsible for the effective co-ordination of exams within the examination room.</p> <p>To ensure the fair and proper conduct of examinations/tests according to the schools and examinations boards rules, in an environment that enables pupils to perform at their best.</p> <p>To ensure accurate timing of examinations/tests.</p>
JOB CONTEXT:	<p>All schools are required to run examinations and tests in accordance with an examination board's rules and regulations and this role contributes to ensuring that pupils are aware of and comply with these rules, dealing with issues as they arise.</p> <p>DBS clearance required</p>
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operational Issues	<ul style="list-style-type: none"> • Lead responsibility for co-ordinating all the exam arrangements within the examination room, delegating where appropriate to other invigilators • Support the development of other Invigilators and act as mentor when required • Ensure security between exams in the same session i.e. breaks between units must be supervised • Record any incident that may occur on an incident sheet – provide times and full details of latecomers, any candidates who become ill or any other disruptions. • Return completed scripts and materials to the Examinations Manager in the exams office
Communications	<ul style="list-style-type: none"> • Present the invigilator's announcement (as published in the current edition of the ICE pack) to the Examination room. • Read through the Rubric for each exam and any Erratum • Communicate examination procedures and conditions to pupils clearly and oversee behaviour • Apply discipline procedures where appropriate if candidates are not obeying the examination procedures/conditions • Notify candidates of the start and finish times of the examination
Resource	<ul style="list-style-type: none"> • Support the Examinations Manager in the recruitment, induction and

management	<p>progression of Invigilators where required</p> <ul style="list-style-type: none"> • Assist in the setting up of the examination venue, laying out of equipment and papers in accordance with procedures • Distribute additional paper and equipment as required • Collect examinations papers from the candidates at the end of the examination
Safeguarding	<ul style="list-style-type: none"> • To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.
Systems and Information	<ul style="list-style-type: none"> • Ensure the candidate attendance and absence records are completed accurately
Planning and Organising	<ul style="list-style-type: none"> • Attend the exams office 45 minutes prior to the commencement of the exam in order to be thoroughly briefed by the Examinations Manager. You will collect all materials required for the exam and ensure the security of the examination papers during transit between the Exams office and the examination hall(s). • Organise the supervision of candidates involved in clashes / timetable modifications – ensuring that they do not leave the examination room at any time unaccompanied • Ensure the accurate timing of the examination • Complete and sign Attendance registers • Complete seating plans (once the exam is underway) • Supervise the finish of each exam and collection of papers
Data Protection	<ul style="list-style-type: none"> • To comply with King James’s School’s and the County Council’s policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health and Safety	<ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. • To work with colleagues and others to maintain health, safety and welfare within the working environment.
Equalities	<ul style="list-style-type: none"> • We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. • Within own area of responsibility work in accordance with the aims of the Equality Policy Statement
Flexibility	<ul style="list-style-type: none"> • King James’s School provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with King James’s School and County Council Policies and Procedures.
Customer Service	<ul style="list-style-type: none"> • King James’s School requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.

	<ul style="list-style-type: none">• King James's School requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.
Date of Issue:	January 2025

Person Specification

Lead Exam Invigilator

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
Knowledge <ul style="list-style-type: none"> • Basic understanding of exam rules and procedures 	<ul style="list-style-type: none"> • Knowledge of examination board rules and regulations • An understanding of examination processes • Knowledge of school behavioural policies
Experience <ul style="list-style-type: none"> • Experience of leading invigilation of examinations/tests 	<ul style="list-style-type: none"> • Experience of working in a school setting
Occupational Skills <ul style="list-style-type: none"> • Good understanding of the Joint Council for Qualifications (JCQ) requirements • Good co-ordination/organisational skills • Good interpersonal and communication skills • Accuracy and attention to detail • Flexible • Reliable and punctual • Ability to work calmly under pressure • Ability to make decisions quickly • Observational skills 	
Qualifications <ul style="list-style-type: none"> • Good general standard of education • Good literacy and numeracy skills 	

NB – Assessment criteria for recruitment will be notified separately.