



CHARLES DARWIN SCHOOL APPOINTMENTS

Exam Invigilators 2023

THE SCHOOL

Charles Darwin School is a highly successful co-educational comprehensive school for students aged 11-18 which has been serving the local community since 1973. It is one of two schools operated by Charles Darwin Academy Trust; the other school is Biggin Hill Primary School.

Charles Darwin is a "good" school (Ofsted 2018) with an ethos that encourages academic rigour, high expectations and a well disciplined approach to learning. The school is very popular and has 1326 students including the Sixth Form.

Set in the heart of the green belt and on the edge of Biggin Hill, yet within easy travelling distance to London, the school is surrounded by open spaces. The school has extensive sports and community facilities which include floodlit tennis courts, a multi-gym and a floodlit 3G pitch. The school also runs the Darwin Leisure Centre which is located on the school site.

At the heart of the school are its distinctive ethos and a shared vision which are supported by the staff, students, parents and governors. This ethos and vision have helped to create a very strong caring and cohesive community based on the enduring values of high achievement, friendship, respect and compassion for others. This philosophy is supported and evidenced by the excellent relationships which exist between the staff and students. The school enjoys a low staff turnover and is able to attract and retain well qualified and committed staff. There is an excellent programme of support for both new and experienced staff.

An Assistant Headteacher has overall responsibility for leading on staff wellbeing and the school has recently introduced a two-week half term in October.

Some of the many benefits staff enjoy are free parking, free tea/coffee at break, child-care vouchers, a cycle to work scheme and the opportunity to join outstanding residential trips such as trips to Iceland, Zanzibar and the annual ski-trip.

THE POST

The successful candidates will join a dedicated pool of Exam Invigilators responsible for the invigilation of public and internal exams and tests. Invigilators will be present throughout the whole exam and may also undertake tasks such as checking registers against scripts and packing them at the end of exams. Invigilators are also used to supervise candidates held incommunicado before or after oral assessments or while waiting to sit rescheduled exams. All successful candidates are required to attend appropriate training. The current rate of pay is £11.00 per hour (inclusive of holiday pay).

The Examinations Office is run by the Examinations and Assessment Officer who is assisted by the Assessment Secretary.

THE PERSON

The person appointed to this post will:

- Have the ability to relate to candidates yet maintain an air of authority
- Have the ability to communicate with candidates and members of staff clearly and accurately
- Have the ability to work to predetermined instructions
- Have the ability to work as part of a team or alone as necessary
- Be reliable and punctual
- Be accurate with good attention to detail
- Be able to keep calm under pressure or during unexpected circumstances
- Have common sense and initiative
- Be able to judge when a decision is not theirs to make
- Have effective oral and written communication skills
- Have the ability to be firm but fair at all times
- Have a flexible approach to work
- Have a commitment to equal opportunities and to safeguarding and promoting the welfare of children and young people

Any offer of employment will be subject to an Enhanced Disclosure with the Disclosure and Barring Service and full background checks.

Closing Date: 10th February 2023