



**Bellerive FCJ
Catholic College**

Inspiring personal and academic excellence

BELLERIVE FCJ CATHOLIC COLLEGE

RECRUITMENT OF EXAMS INVIGILATORS AUTUMN 2022





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Welcome from Headteacher

Dear Colleague

On behalf of all governors, students and staff at Bellerive FCJ, we are delighted at your interest in the position of Exams Officer. We hope that this application pack gives you an insight into our school and why we are justifiably proud of it and our school community.

Established in 1844, Bellerive became an Academy in 2012, and since then we have seen a variety of developments such as the new Sixth Form and Performing Arts Centre. More recently, in 2017, we opened a Science and Technology block and a new Sports Centre in 2018. We have provided a Catholic education for girls across the Liverpool area since 1844.

The college sits in a diverse area, next to 2 parks, only 10 minutes from Liverpool city centre.

We are a Catholic school and our Trustees are the Faithful Companion of Jesus (FCJ) Sisters. As such, we seek to nurture the spiritual development of every pupil, and we welcome students of all faiths and none. We value all achievement; academic, personal, social and cultural.

If you think that you are the type of person that we are looking for, I would be delighted to receive your application.

I look forward to meeting you.

A handwritten signature in black ink, appearing to read 'B. Hickey'.

Brendan Hickey
Headteacher



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About Bellerive FCJ Catholic College

Gentleness, Hope, Dignity, Justice, Companionship and Excellence

For over 170 years Bellerive FCJ has been educating girls in Liverpool. The FCJ values of gentleness, hope, dignity, justice, companionship and excellence, permeate everything we do, indeed this was commented by Ofsted that;

*“Staff and pupils practice the school’s values:
excellence, companionship, dignity, justice, hope and gentleness”*

Our aim is to follow the vision of Marie Madeleine d’Houet, the foundress of the Faithful Companions of Jesus. She was a woman of inspiration and courage, constantly searching to do good for others. We strive to instill in our students a zest for life and a desire to use their talents and gifts in the service of others.

We are rated as a ‘Good’ school by Ofsted and Outstanding in the Section 48 inspection carried out by the Archdiocese of Liverpool. Since becoming an Academy in 2012, we have used the independence this has given us to further enhance the learning opportunities for our students.

We have a thriving Sixth Form, based in a state-of-the-art building overlooking Sefton Park.



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Advert - Exams Invigilator

Contract type: Part time, supply basis

£10.79 per hour

We are currently seeking to recruit a team of Exam Invigilators to assist in the smooth running of both our internal and external exams throughout the academic year. You will need to work professionally as a member of a team. Reliability, punctuality and a flexible attitude to work are essential, together with a commitment to your availability during the busy examination periods. You will have excellent communication skills, and experience of working with young people aged 11-18 would be an advantage.

Completed Application Forms, together with a covering letter, should be returned to Mrs C Brennan by email: brennanc@bellerivefcj.org. CVs cannot be accepted.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced and Barred DBS check.



Job Description

EXAM INVIGILATOR

Teach the children with all kindness and gentleness possible.'

Marie Madeleine D'Houet (1781 – 1858)

'Lessons are planned and delivered with professionalism. Teachers recognise that every student is unique. They strive to make decisions about teaching and learning that challenge students to uncover and develop their gifts. Rigorous enquiry, deep thinking, questioning and reflection are essential parts of that profound learning which is the foundation of life-long openness to education and the joy of learning. School life is enriched by a variety of extra-curricular activities that are intrinsically linked to our core values of justice, companionship and hope.'

FCJ Education: Our Vision and Values (2013)

Within the context of the FCJ Vision Statement and the School's Mission Statement and its aims and objectives, the post includes the following responsibilities:

1. To exemplify and promote the six FCJ values of excellence, companionship, dignity, justice, hope and gentleness, to demonstrate the Teacher Standards and where appropriate the Standards for Staff on the Upper Pay Spine.
2. To oversee the general academic, spiritual, personal and social development of pupils and Sixth Form students in the classes for which you are responsible and to ensure that they receive the support necessary to cope with the demands of the course. This work should be undertaken within the framework of our *FCJ Education: Our Vision and Values* booklet and the *FCJ Education: Curriculum Leadership* booklet.

Main purpose:

To ensure the fair and proper conduct of examinations in an environment that enables a student to perform at their best.

To comply with regulations set out by the Joint Council for Qualifications (JCQ).

To have a flexible approach to all areas of responsibility and to be available for meetings and other events outside of normal working hours.

Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the Child Protection Policy and Social, Emotional Aspects of Learning.

Specific Duties:

To support the Exams Officer with the day-to-day operation of examination venues. This activity may include:

- assisting in the management of pupils when lining up outside the exam;
- assisting with setting up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures;
- closely following and enforcing exam procedures and regulations;
- assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues;
- collecting in any mobile phones/mp3 players, revision notes and any other materials not authorised in the examination;
- ensuring that candidates do not talk once inside examination venues;
- invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with procedures;
- checking attendance during examinations, (completing exam registers during external exams);
- recording details of late arrivals and early leavers and collecting scripts from early leavers;
- escorting candidates from venues during the examination as required and supervising candidates whilst outside examination venues;
- escorting candidates on toilet breaks ensuring no unauthorised material is consulted and that examination regulations are observed at all times;
- informing the Deputy headteacher immediately of any incident of malpractice;
- collecting, collating and delivering scripts at the end of the examination in accordance with strict procedures;
- supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner.
- Any other reasonable duties as commensurate with the grading of the post.

To assist the Exams Officer with other examination processes, this activity may also include:

- assisting with the packing of examination papers, stationery (sometimes heavy) and equipment prior to the examinations and the delivery to and from venues as appropriate;
- reading or scribing for pupils with additional needs.
- Ensuring that all equipment used in separate rooms is packed away as it was before the exam.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers and demonstrate empathy with the aims and objectives of Bellerive FCJ Catholic College.

Bellerive FCJ Catholic College will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by the School to reflect or anticipate changes in the job which are commensurate with the salary and job title and will be reviewed regularly.

Professional Development & Benefits

Our people are at the heart of our success. We have developed a strong culture of collaboration and best practice, with professional development and career planning at its centre.

We look for talented individuals who share our vision for creating exceptional places of learning and are committed to ensuring that every child in Bellerive has access to the best possible education.

Safeguarding Notice

Bellerive FCJ Catholic College and all our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of children, and we expect all our staff and volunteers to share in this commitment. All offers of employment are subject to an Enhanced and Barred DBS check, references, and where applicable, a prohibition from teaching check will be completed for all applicants. Before applying, please read the Notes to Applicants, within the application pack.

Equal Opportunities

Bellerive FCJ Catholic College is an equal opportunities employer and welcomes applications from all suitably qualified candidates.

As a provider of employment and education, we value the diversity of our staff and students, and all our staff are equally valued and respected. We are committed to providing a fair, equitable and mutually supportive learning and working environment for our students and staff.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade

November 2022

Person Specification

Abilities, Knowledge and Skills	Essential	Assessed
Qualifications & Training		
Minimum of Level 4 in English and Maths or equivalent	E	A
Experience		
Experience of Microsoft Office Applications	E	A
Previous administration experience	E	A
Experience of working with young people	D	A/I
Knowledge and Understanding		
Understanding of safeguarding issues and promoting the welfare of children	E	A/I
Understand the importance of confidentiality in this role	E	A/I
Ability to relate to young people but also have a quiet, calm assertive manner	E	A/I
Ability to find solutions to unexpected situations	E	A/I
Understanding of a secondary school environment	E	A/I
Previous experience working with data	D	A
Skills and attributes		
Ability to form and maintain appropriate professional boundaries with children.	E	I
Highly competent IT skills	E	A/I
Strong customer service skills	E	A/I
Has initiative and can work independently	E	A/I
Strong attention to detail	E	A/I
Has the ability to communicate effectively to a range of people including staff, students, and parents	E	A/I

Is able to plan, organise, prioritise and manage their time effectively	E	A/I
Clear and accurate written communication skills	E	A/I
Confident verbal communication skills	E	A/I
Personal Attributes		
Flexibility and adaptability.	E	A/I
Is prepared to undertake professional training necessary to carry out the role	E	A/I
Able to build positive relationships with colleagues and wider community	E	A/I
Special Requirements		
Ability to relate to teachers, other professionals, parents and students	E	A/I
Ability to relate to and promote the ethos of the school	E	A/I
Awareness of the Keeping Children Safe in Education safeguarding guidelines	E	A/I

Applying for the role

If you have any questions about the role or would like a confidential and informal chat, please do not hesitate to get in touch by calling Mrs C Brennan, on 0151 727 2064, or by emailing brennanc@bellerivefcj.org.

The closing date for applications is **Friday 18th November 2022**

It is expected that interviews will take place week beginning **Monday 21st November 2022**

We ask that all completed application and monitoring forms, together with your supporting statement of no more than 1500 words, are sent by email in the first instance to brennanc@bellerivefcj.org.

Please ensure that within your application you provide the names, addresses and contact details for two referees, one of whom should be your current or most recent employer.

All applications will be acknowledged within 24 hours – should you not receive a confirmation please call Mrs Brennan on 0151 727 2064.

Applicants who are not contacted after shortlisting has taken place may assume that they have not been successful but are thanked for their interest. Unfortunately, we are unable to provide feedback to unsuccessful applicants who are not called for an interview.

Our school is committed to safeguarding children and promoting children's welfare. The post is subject to all the relevant pre-employment checks set out in Keeping Children Safe in Education, including an enhanced DBS Certificate with a barred-list check and a medical screening questionnaire. This post is exempt from the Rehabilitation of Offenders Act 1974.