



UTC Warrington

Casual Examination Invigilator

Candidate Information Pack





Vacancy: Casual Examination Invigilator

Job start: As soon as possible

Closing date: Ongoing

Interview date: To be confirmed

Salary: £12.50 p/h

Location: Warrington

Contract type/Hours: Casual/flexible

The Role

We are seeking to appoint a highly organised and dynamic Exam Invigilator. The post holder will be expected to provide exam invigilation for both internal and external examinations within the college and to assist in the processing of external examination administration.

About Us

UTC Warrington opened in September 2016 and was first inspected by Ofsted in May 2019, securing a 'Good' judgement in all areas. UTC Warrington aims to become an 'Outstanding' institution by our next Ofsted inspection.

We are a school and sixth form with a strong focus and vision that prepares students for high-quality roles within science, technology, and engineering. Our students study academic subjects, with a range of GCSEs and post-16 qualifications. We also offer students the opportunity to develop their technical knowledge and skills by working directly with the region's employers.

How to Apply

For an informal discussion or to arrange a visit to look around the UTC please contact Lindsey Devine Office Manager on 01925 737067 or by email – ldevine@utcw.co.uk.

Closing date

Please complete an application form and submit a covering letter to ldevine@utcw.co.uk.

CVs will not be accepted. The closing date for applications is ongoing.

We reserve the right to close this vacancy early should we receive an overwhelming response. All candidates are advised to refer to the job description and person specification before making an application.

UTCW is committed to safeguarding and protecting the welfare of children and expects all staff and volunteers to share this commitment. An enhanced Disclosure and Barring Service Certificate will be required for all posts.



We are also committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, or marital or civil partnership status.

Please take the opportunity to find out more about life at the UTC through our website and social media channels:

Website: www.utcw.co.uk

Facebook: www.facebook.com/UTCWarrington

Twitter: www.twitter.com/UTCWarrington

Instagram: www.instagram.com/utc_warrington



UTC Warrington – Exam Invigilator Job Description

Job Title:	Exam Invigilator
Salary:	£12.50 p/h
Job Purpose:	<ul style="list-style-type: none"> To provide exam invigilation for both internal and external examinations within the school and to assist in the processing of external examination administration.
Accountable to:	Examinations and Data Manager
Main Duties and Responsibilities:	<ul style="list-style-type: none"> Assisting in the smooth running of examinations Attending invigilation training sessions/refresher courses Invigilators may also be asked to invigilate the candidates with special considerations i.e. extra time, readers, scribes etc. Additional guidance will be given if this is to be the case. Invigilators must be totally familiar with the contents of the JCQ booklet 'Instructions for the Conduct of Examinations'. Training will be given to ensure this criteria is achieved. Ensure that examinations are carried out within the guidelines of the JCQ booklet 'Instructions for the Conduct of Examinations' To work as part of a team to implement practice which reflects the college's commitment to high achievement, effective teaching and learning To foster a climate of positive attitudes towards examinations Evaluate the effects of own supervision and use this analysis for improvement To secure and sustain an effective examination environment Work with teachers to clarify examination conduct Seek guidance as appropriate on the conduct of examinations To act as a lead exam invigilator during peak examination periods Ensure that there is a safe working examination environment Promote inclusion and acceptance of all learners within the examination room(s) Be aware of and comply with policies and procedures relating to safeguarding, child protection, health and safety, confidentiality and data protection, reporting all



	<p>concerns to an appropriate person</p> <ul style="list-style-type: none"> • Participate in training and other learning activities as required • Recognise own strengths and areas of expertise and use these to advise and support others
<p>Responsibilities common to all staff:</p>	<p>All staff are expected to:</p> <ul style="list-style-type: none"> • Foster UTCW’s vision and objectives. • To ensure equality and diversity is celebrated and promoted through all practice, and that success is achieved through widening participation and encouraging access to a diverse range of students. • Effectively discharge UTCW’s responsibility for safeguarding students. • Work within the UTCW Health and Safety policy to ensure a safe working environment for staff, students and visitors. • Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues • To engage actively in the performance review process • Adhere to policies and procedures as set out in the staff handbook or other documentation available to all staff. • Attend appropriate professional development/training sessions, courses or meetings to ensure that skills are maintained and developed to meet the changing needs of the college. • To comply with the provisions of the Data Protection Act and adhere to the requirements of all staff to maintain confidentiality in respect of governors, staff, parents, students and members of the general public. • To be responsible and accountable for carrying out the post with regard to the college’s Safeguarding Policy, Equal Opportunity Policy. Health and Safety at Work Act and any other relevant policies and procedures. • Carrying out any other duties associated with the work of the College as may be directed by the Principal, commensurate with the grade of the post.

Person Specification

	Essential	Desirable
Skills:	<ul style="list-style-type: none"> • The resilience to thrive in a busy and fast paced working environment. • Ability to communicate effectively • Ability to organise, plan and prioritise. 	<ul style="list-style-type: none"> • Experience of working with young people.



	<ul style="list-style-type: none"> • A commitment to equal opportunities and a strong belief in inclusive education practices and that learning for all students is supported. • Ability to build and maintain successful relationships with students, parents and staff, based on mutual respect and consideration. • Excellent literacy & numeracy skills. • Capacity to quickly develop a working knowledge of the relevant policies, systems, protocols and procedures. • Ability to identify own learning needs and actively seek development opportunities. • Be able to handle confidential issues sensitively and appropriately. • Flexible, motivated and committed to high standards of working in a professional manner. 	
Experience, knowledge and understanding:	<ul style="list-style-type: none"> • Awareness of the importance of safeguarding. 	
Characteristics:	<ul style="list-style-type: none"> • Positive and pro-active approach. • Demonstrate a commitment to the college vision, aims and ethos, its community and the college improvement agenda. • Demonstrates a passion for the UTC model and delivering education that is student centred and cutting edge. • Highly personally credible and able to represent UTCW with external agencies, particularly employers. • Excellent attender/timekeeper • Works effectively with a team 	<ul style="list-style-type: none"> • Enhanced DBS.

UTC Warrington is committed to safeguarding the welfare of children and expect all staff to share this commitment. An Enhanced DBS Disclosure is required for all staff within the college.

October 2024