



Friends' School

Examination Invigilator

Information for Applicants

1. Completed application forms must be received by School by 4pm on Friday 9 March 2019
2. Only applications on the School's official form will be considered
3. The following information is provided:
 - a. General Information, Job Description and Personnel Specification
 - b. Application Form
 - c. Equal Opportunities Monitoring Form
4. Where an email address is supplied applications will be acknowledged by email and invitations to attend interviews will be sent by email.
5. Canvassing disqualifies.
6. **Completed applications must be accompanied by an Equal Opportunities Monitoring form. The Monitoring Form must be placed in its own envelope (marked "Monitoring Form" and bearing your name) and returned in the envelope containing your application form.**

Friends' School Lisburn



Examination Invigilators

General Information

Friends' School Lisburn is a co-educational voluntary grammar school which was founded by the Religious Society of Friends in 1774. There are currently 990 pupils in the grammar school. Friends' School seeks to offer each of its pupils opportunity and excellence through the curriculum and through a wide range of extra-curricular activities.

Pupils in Years 12, 13 and 14 are involved in public examinations during May and June, taking GCSE, AS and A-level examination papers. The Examinations Officer, Mr J Williamson, has overall responsibility for the conduct of public examinations.

Examination Invigilator: Duties and Responsibilities

The Examination Invigilator supports the Examinations Officer and the Chief Invigilator with the day to day operation of examinations.

This activity includes:

- assisting with setting up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures;
- assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues;
- 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 strict procedures;
- checking attendance during examinations;
- recording details of late arrivals and early leavers and collecting scripts from early leavers;
- escorting candidates from venues during the examinations as required, and supervising candidates who have examination clashes;
- collecting and collating scripts at the end of the examination in accordance with strict procedures;
- assisting with the preparation of script envelopes;
- 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;
- packaging scripts following the examination and leaving for collection.

Personnel Specification

Experience and Qualifications

Desirable:

- Experience of invigilating GCE/GCSE examinations

Skills and Knowledge

Essential:

- Effective oral and written communication skills
- Numeracy skills

Desirable:

- An understanding of the examinations process

Personal attributes

Essential:

- Accuracy and attention to detail
- Flexible approach to work
- Ability to relate to teaching staff and pupils
- Ability to work under pressure and to tight deadlines

Hours: normal working hours will fall between 8.30am and 5.30pm, depending on the timing of the examination sessions.

Remuneration: £8.75 per hour

A Chief Invigilator in charge of three or more Assistant Invigilators at any one session will be entitled to remuneration of £12.75 per hour

A Chief Invigilator is entitled to a travel allowance of £1.90 each day of attendance at the centre.

Closing Date for Applications: 4.00 pm Friday, 29 March 2019

Friends' School is an Equal Opportunities Employer and welcomes applications from all sections of the community

Friends' School	Invig 19
Applicant No:	
Date Received	

**Friends' School Lisburn
EQUAL OPPORTUNITIES MONITORING FORM**

PLEASE ENSURE THAT YOU COMPLETE THIS EQUAL OPPORTUNITIES MONITORING FORM

Access to this information will be strictly controlled and will not be available to those considering your application for employment. Monitoring will involve the use of statistical summaries of information in which the identities of individuals will not appear. The information will not be available for any purpose other than equal opportunities monitoring.

Friends' School is fully committed to equality of opportunity. All applications are considered strictly on the basis of merit. Friends' School welcomes applications from all suitably qualified candidates irrespective of religious belief, gender, disability, race, political opinion, age, marital status, sexual orientation or whether or not they have dependants. The School is required to monitor the gender, ethnic origin, community background and disability of candidates to ensure that equal opportunities measures are effective. Applicants are, therefore, asked to complete this form. The information is purely for monitoring purposes. It is not made available to the Selection Panel and does not play a role in the decision-making process.

DATE OF BIRTH	
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Please tick the appropriate box

GENDER									
Are you	<input type="checkbox"/> Male	<input type="checkbox"/>	<input type="checkbox"/> Female	<input type="checkbox"/>					
MARITAL STATUS									
Are you	<input type="checkbox"/> Married	<input type="checkbox"/>	<input type="checkbox"/> Single	<input type="checkbox"/>	<input type="checkbox"/> Divorced	<input type="checkbox"/>	<input type="checkbox"/> Separated	<input type="checkbox"/>	<input type="checkbox"/> Other

HAVE YOU ANY CARING RESPONSIBILITY?							
<input type="checkbox"/> Children	<input type="checkbox"/>	<input type="checkbox"/> Relatives	<input type="checkbox"/>	<input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/> None	<input type="checkbox"/>

COMMUNITY BACKGROUND	
The Fair Employment and Treatment (Northern Ireland) Order 1998 outlaws discrimination on the basis of religious belief or political opinion. The information below is required in connection with the requirements of the above Order. The use and confidentiality of Community Background information is protected by the Fair Employment and Treatment (Northern Ireland) Order 1998. It will be used only for monitoring the effectiveness of the school's equal opportunity policy and to comply with obligations relating to monitoring, investigations or proceedings under the requirements of the Fair Employment and Treatment (Northern Ireland) Order 1998.	
I have a Protestant community background	<input type="checkbox"/>
I have a Roman Catholic community background	<input type="checkbox"/>
I have neither a Protestant nor a Roman Catholic background	<input type="checkbox"/>

RACE			
The Race Relations (Northern Ireland) Order 1997 makes it unlawful to discriminate in employment on grounds of colour, race, nationality or ethnic or national origins. Friends' School monitors its workforce in line with recommended good practice.			
Please tick appropriate box Are you			
White		Of Black African Origin	
Of Black Caribbean Origin		Of Bangladeshi Origin	
Of Chinese Origin		Of Indian Origin	
Of Pakistani Origin		Of Other Origin (please specify)	
Are you a member of a mixed ethnic group?	YES		NO
Are you a member of the Irish Traveller Community?	YES		NO

DISABILITY			
The Disability Discrimination Act 1995 makes it unlawful for an employer to treat a disabled person less favourably than someone else because of their disability, unless there is good reason.			
Do you consider yourself to have a disability?	YES		NO
Under the Disability Discrimination Act 1995, disability is defined as: "A physical or mental impairment which has a substantial and long-term effect on a person's ability to carry out normal day-to-day activities".			
Using this definition do you consider yourself to have a disability?	YES		NO
If you have answered "no" please ignore the remaining questions in this section. If you have answered "yes" please complete the remaining section.			
Hearing Impairment		Reduced Physical Capacity	
Visual Impairment		Severe Disfigurement	
Speech Impairment		Learning Difficulties	
Mobility Impairment		Mental Illness/Mental Health Difficulty	
Physical Co-ordination Difficulties		Other	