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11 – 16 Mixed Comprehensive      NOR 1,450 (across two campuses)  
Head Teacher: Krista Dawkins

## **Exam Invigilators/Access Arrangement Assistants**

**Grade C1 - £13.42 per hour (including holiday pay)**

**Casual hours to be agreed with the school to cover exam periods throughout the year**

Crestwood Community School is one school, with two campuses serving central Eastleigh. We are looking to appoint enthusiastic people to join us as Exam Invigilators and Access Arrangement Assistants across both campuses.

We are looking to recruit a bank of casual staff who could support students during exams throughout the year. The main examination season this year runs from 22nd April 2024 to 21st June 2024, with examinations on most days. In order to be registered as bank staff you will be required to subscribe to the DBS Update Service (the fee will be reimbursed to you by the school).

Good literacy and organisational skills are essential. Full training will be given so previous experience is not needed.

Invigilators provide a vital role in supporting and assisting the Examinations Officer with the administration and supervision of examinations and ensuring all Joint Council for Qualifications (JCQ) regulations and guidelines are adhered to.

Main duties and responsibilities will include, but are not restricted to, the following:

- Setting up exam rooms in accordance with exam board regulations and guidelines.
- Starting and finishing each exam according to regulations.
- Invigilating during exams, dealing with any queries raised by candidates and highlighting/dealing with any exam irregularities in accordance with procedure.
- Collection and collation of exam scripts.
- Ensuring that the exam room is left clear and tidy for the next session and that any equipment is returned.
- On occasion, acting as a reader or scribe to support students who require access arrangements in their exams.



Crestwood Community School had an Ofsted inspection in June 2018, which confirmed that we are a 'good' school. We also achieved outstanding gradings in Personal Development, Behaviour and Leadership. They also said that as a school we are "*passionately committed to providing a first-class inclusive education for all pupils; tenacious in their pursuit of additional resources and approaches to continually improve provision.*" This is a happy school, where staff and students want to be. The #Crestwoodfamily pervades through everything we do.

#### **Application Procedure**

Please download details and a Support Staff application form from our website under School Information/Vacancies. Please send your completed application, complete with the names and addresses of two referees, to the school by hand, post or by email to [hr@crestwood.hants.sch.uk](mailto:hr@crestwood.hants.sch.uk). Applications must reach us before noon on the advertised closing date. **Please note we cannot accept a CV as a means of application.**

**Crestwood Community School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.**