



IBSTOCK PLACE SCHOOL



Examinations Invigilator
Information for candidates



Ibstock Place School

An inspiring place to flourish

Ibstock Place School is an independent co-educational day school for pupils aged 4 to 18. The school occupies a ten-acre site on the edge of Richmond Park in South West London.

An urban location with a beautiful botanical feel, Ibstock is the perfect home for scholarly exploration and adventure. Championing co-education since our founding in 1896, we have created a diverse environment that reflects real-world communities and workplaces.

Our school is over subscribed, with assessed entry at the age of four for Kindergarten (Reception). There is a competitive entry examination at the age of eleven and most pupils in the Prep School proceed on into the Senior School.

Head's welcome

“This role is an opportunity to play a part in a school with a rich history, at the vanguard of educational change.



Ibstock is both forward looking and rooted, dynamic and yet caring. Through our rigorous and imaginative curriculum, we engender in our pupils the courage and ambition which they will need to succeed. At the same time, our fierce commitment to outstanding pastoral care means that our pupils are generous and self-aware, ready to make a positive contribution to the societies of tomorrow. We hope that you will be inspired by all that you read and we thank you for your interest in Ibstock.”

Christopher J Wolsey
Headmaster



About the role

The role

We are seeking to appoint a small team of Invigilators who can be called upon to support the Examinations Officer with the smooth running of internal Mock and Public Examinations.

The main examination session will be May-July. However, there will be opportunities to work at other times throughout the year. Please note that this work is seasonal and candidates must be flexible with hours.

Invigilators are required to ensure that examinations are carried out according to the rules set out by the examination boards.

Previous experience is not required, as training will be provided.

Further information on the role is set out in the Job Description.

The person

We are looking to recruit a person who

- Is an effective communicator
- Be a confident and reassuring presence to candidates in examination rooms
- Displays a commitment to the protection and safeguarding of children and young people
- Is able to plan time effectively and be well organised
- Is punctual, flexible and resilient and able to adapt quickly to new environments and challenges
- Has good inter-personal skills and can establish positive relationships with multiple stakeholders
- Is reliable and trustworthy, and able to work effectively with limited supervision
- Sets an example of personal integrity and professionalism
- Adheres to the ethos of the School
- Promotes the vision and aims of the School



Job description

Responsibilities

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Ibstock Place School instructions
- To play a key role in upholding the integrity of the examination process
- To report to and be briefed by the Examinations Officer prior to each examination session
- To keep examination papers and materials secure before, during and after examinations
- To ensure examination rooms are set out according to the instructions
- To admit candidates into examination rooms
- To identify, seat, and instruct candidates in the conduct of their examinations
- To distribute the correct examination papers and materials to candidates
- To deal with candidate queries
- To supervise candidates at all times and be vigilant throughout examinations
- To keep disruption in examination rooms to a minimum
- To deal with emergencies or irregularities effectively
- To record/report any disruption or irregularities
- To complete attendance registers
- To deal with candidate queries
- To collect examination scripts
- To dismiss candidates from the examination room
- To check candidates' names on scripts match the details on the attendance register
- To securely return all examination scripts and examination materials to the Examinations Officer
- To attend training, refresher or review sessions as required
- To undertake, where required and where able, other duties requested by the Examinations Officer, for example:
 - Supervision of clash candidates between examination sessions
 - Facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
- Examinations-related administrative tasks



The application process

How to apply

To apply for the role, please complete our application form and submit it, by email to: recruitment@ibstockplaceschool.co.uk

Shortlisted applicants will be invited to attend interview. The school reserves the right to make an appointment before the closing date.

Note that all offers of appointment are conditional until the satisfactory completion of mandatory pre-employment checks.

Ibstock is committed to safeguarding and promoting the welfare of children. For further information on our Child Protection policies, please see [here](#). Safeguarding checks with the Disclosure and Barring Service will be undertaken. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

This post is exempt from the Rehabilitation of Offenders Act, 1974 and the amendments to the ROA 1974 (Exceptions Order 1975, amended 2013 and 2020). For details, see: [here](#).

Note that, in accordance with Keeping Children Safe in Education 2022, shortlisted candidates are required to declare any past convictions. Online searches will also be conducted on shortlisted applicants as part of our due diligence process.

At Ibstock, we embrace and celebrate difference. We are proud to be an equal opportunity employer and do not discriminate against any employee or applicant based on their age, disability, gender, marriage or civil partnership status, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. To ensure this, all positions are subject to blind shortlisting.



Working at Ibstock

Our aims and ethos

Our aim is to create an outstanding place of learning, a place where our pupils find academic excellence and the joy which it inspires. We ensure that our pupils' natural curiosity and empathy is ceaselessly nourished. In so doing, we set the conditions which enable them to excel, both during their time with us and throughout their adult lives.

We do this by concentrating on four Cs:

- Our **CURRICULUM** is dynamic and forward-thinking
- Our **CULTURE** is warm and inclusive
- Our **CONTEXT** is beautiful and stimulating
- Our commitment to **CO-EDUCATION** is longstanding and profound

A joyful, nurturing culture

Ibstock is a stunning place to work, and our on-site facilities are excellent. The Main House building, constructed in 1913, blends seamlessly with the New School buildings. Our impressive modern wood-panelled refectory won a RIBA National Award in 2022 and the school boasts a brand-new Innovation Centre, equipped with the latest Virtual Reality (VR) and Augmented Reality (AR devices).

Other benefits of working at Ibstock include favourable salaries and highly-competitive terms and conditions; free breakfast and lunch during term time; enrolment in a contribution pension scheme; membership of 'Bupa', a third-party health and wellbeing provider; use of the school swimming pool; staff yoga sessions; a wide range of staff social events; and access to a cycle to work scheme.

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- 1 Dance Studio
- 2 Macleod House
- 3 Priory Wing
- 4 Theatre
- 5 Wellbeing Centre
- 6 Drama Studio
- 7 Armadillas
- 8 Clarence Wing
- 9 Bicycle park
- 10 Orchard
- 11 Priestman House
- 12 Robert's House
- 13 Swimming Pool
- 14 Hardcourt
- 15 Rose Garden
- 16 The Innovation Centre
- 17 The Refectory
- 18 Terrace
- 19 Main House
- 20 Footbridge
- 21 Sports Hall
- 22 Climbing Wall
- 23 School of Art & Design
- 24 Multi Use Games Area
- 25 Forest School
- 26 School of Music
- 27 Sports Pitches



Ibstock Place School,
Clarence Lane,
Roehampton,
London SW15 5PY
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