



Arts & Media School ISLINGTON

Invigilator Recruitment Pack



**Artsmark
Platinum Award**
Awarded by Arts
Council England



Invigilator

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Arts & Media School
ISLINGTON

Invigilators

**Zero Hours Contract /Casual work
Must be able available for 8.00am start**

Start date Spring/Summer 2024

Rate per hour: £17.02

We are seeking to recruit Invigilators on a part-time and occasional basis.

Arts & Media School Islington is an exceptional community. The school was rated as good by Ofsted in April 2023. We are an inclusive inner-city school that welcomes pupils of all faiths and none, girls and boys. Core values that underpin our school ethos are confidence, aspiration, respect and reflection.

Closing date for applications : 7th February 2024

Shortlisting: 8th and 9th February 2024

Interviews: Week beginning 19th February 2024

If you feel this role is for you and you would like to apply, please download an application form from our website

www.artsandmedia.islington.sch.uk.

In line with KCSIE 2023 and safer recruitment practices, the school will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence.

We do not accept applications from agencies or via CVs.



Arts & Media School
ISLINGTON

Arts and Media School Islington

Job Description

Exam Invigilator

All appointments at Arts and Media School Islington are made in accordance with the agreed School's Equal Opportunities Employment Policy

Exam Invigilators Job Description

Hours: Variable between 8am and 4.30pm.

Pay: Starting pay £17.02p per hour

The invigilation team is required to work on an adhoc basis throughout the year – predominantly November, December, March, April, May - June with some additional days throughout the year.

It is essential that you are able to commit to working in May and through June on a daily basis. Invigilators are expected to commit to being available for 90% of each exam season.

The ideal candidate would have the following skills

- Calm under pressure,
- Flexible,
- Good communication skills,
- Able to work as part of a team,
- Punctuality and attention to detail,
- Reasonable level of literacy and numeracy
- Computer literate

Experience of examination invigilation is not required as full training will be provided.

Shifts will vary from 3 hours (minimum booking) to all day. All candidates must be available for both short and full day bookings.

Duties: (not an exhaustive list)

- Understanding regulatory body regulations (training will be given),
- Preparing exam rooms,
- Active invigilating to ensure security of assessment and compliance with regulations, paper exam and onscreen exams
- Preparing papers for despatch,
- Restoring rooms to pre exam state
- Working as part of a team to ensure the smooth running of all exam both public and internal

This job description is not necessarily a comprehensive definition of the post. It may be amended at any time and will be reviewed annually.

Invigilator Person Specification

Essential Criteria

- Ability to communicate with candidates and members of staff clearly and accurately
- Able to follow the school's safeguarding procedures and recognise when to report any concerns
- Ability to lead an exam when necessary
- Accuracy and attention to detail
- Ability to work to instructions
- Ability to work as part of a team and also alone as necessary
- Be tactful and discrete and understands confidentiality
- Must be able to stand/walk for extended periods
- Prepared for early starts (7.30am) on occasion late finish (5pm)

Desirable Criteria

- GCSE English and Maths
- Comfortable with IT skills

SUPPORT STAFF APPLICATION FORM

FOR EMPLOYMENT IN SCHOOLS/ EDUCATION ESTABLISHMENTS



Arts & Media School
ISLINGTON



ISLINGTON

Job applied for:

Reference number:

Closing date:

**Before you complete this form,
please read the guidance notes at
the end of this form.**

**Write clearly in black ink/type as
this form will be photocopied.**

Personal Details

Last name

First name(s)

Address

Postcode

Email address

Tel: Home Tel: Mobile

Tel: Daytime Preferred contact

Do you require a work permit to take up employment in the UK Yes ☐ No ☐

Please supply details of any work permit currently held including number, validity and expiry date:

National Insurance Number

Are you applying for this post as a job share? Yes ☐ No ☐

Are you currently an employee of Islington Council
or a London Borough of Islington School? Yes ☐ No ☐

If yes, please state where:

Present or most recent employment

Employer
Name and address

Employed via
LA (Local Authority),
agency, self-employed
other (please specify)

--

Tel

--

Fax

--

Email

--

Post held

--

Grade/spine
point

--

Basic salary per annum £

--

Allowances

--

Date started

--

Until

--

Notice required

--

Reason for leaving

--

Brief description of duties

--

Previous employment record

Start with the most recent and list details of employment since leaving full time education. Do not leave any gaps. If necessary you should include full time or part time education, training, periods of unemployment and periods for raising a family. Failure to provide full account may lead to your application being rejected.

[illegible]

References

Please provide full contact details of **two people** who can verify your employment record and can provide an assessment of your suitability for this post, one of whom should be your present headteacher/manager. References may be taken up immediately after shortlisting. Please note the following:

- One reference must be from your present or most recent employer.
- You must provide the **professional email address** for references coming from an employer.
- If your last post did not include working with children, a reference will be sought from the employer by whom you were most recently employed to work with children.
- If you are successful, a further post-offer reference will be requested, seeking information on attendance and sickness records.
- We reserve the right to approach any of your previous employers for a reference.
- It is the responsibility of the applicant to ensure that all named referees have consented to providing a reference.

Reference 1 your current or most recent employer		Reference 2	
Name	<input type="text"/>	Name	<input type="text"/>
Job Title	<input type="text"/>	Job Title	<input type="text"/>
In what capacity do you know this referee	<input type="text"/>	In what capacity do you know this referee	<input type="text"/>
Company/ School name	<input type="text"/>	Company/ School name	<input type="text"/>
Address	<input type="text"/> <input type="text"/> <input type="text"/>	Address	<input type="text"/> <input type="text"/> <input type="text"/>
Postcode	<input type="text"/>	Postcode	<input type="text"/>
Email	<input type="text"/>	Email	<input type="text"/>
Tel	<input type="text"/>	Tel	<input type="text"/>
Fax	<input type="text"/>	Fax	<input type="text"/>
Employment dates	from <input type="text"/> to <input type="text"/>	Employment dates	from <input type="text"/> to <input type="text"/>

Can we approach
this referee?*

Yes/ No

Can we approach
this referee?*

Yes/ No

***If you select 'No', please provide us with an alternative referee.**

Please state why we cannot
approach your referee 1 or 2.

Referees will be contacted before the interview unless otherwise stated.

Reference 3 (alternative)

Name

Company/
School Name

Address/
Postcode

In what
capacity do
you know this
referee?

Tel

Email

Education, Qualifications and Training

Secondary/Further

From

To

Qualification results with
grades

School/College/University

Academic/Professional

From	To	Qualification results with grades	School/College/University

Other training course attended - including short, in-service training

From	To	Qualification results with grades	School/College/University

Other qualifications, membership of professional bodies

Please continue on a separate sheet if necessary

Personal Statement

Please support your application with a statement in which you explain how you meet the requirements of the post as described in the person specification. Explain what you have to offer in terms of your experience, skills and knowledge gained in relevant unpaid or voluntary work, study or training. If you do not write a statement addressing each of the job criteria, you will not be considered for interview.

Before writing your statement refer to the guidance notes attached to this application form

Disclosure of criminal records/sanctions

Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013 provides that certain spent convictions and cautions are "protected" and are not subject to disclosure to employers, and cannot be taken into account.

Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service (DBS) website, DBS filtering guide.

All school-based jobs are exempt from the provisions of the Rehabilitation of Offenders Act as the work brings employees into contact with children who are regarded by the Act as a vulnerable group. Therefore, you will be required to declare any convictions, cautions, reprimands and final warnings that are not "protected" (i.e. filtered out) as defined by the Rehabilitation of Offenders Act.

Do you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance? (including any unspent convictions, cautions, reprimands or warnings)

Yes ☐ No ☐

Are you on the Children's Barred List (previously List 99 and PoCA list) or have you ever been "banned" from working with children?

Yes ☐ No ☐

Have you ever been subject to any sanctions imposed by a regulatory body (e.g. Department for Education)?

Yes ☐ No ☐

Are you aware of any police enquiries undertaken, either past or present in the United Kingdom or in any other country following allegations made against you, which may have a bearing on your suitability for this post?

Yes ☐ No ☐

If you have answered **yes** to any of the questions above, in the event of you being shortlisted for this post, you will be required to give full details of your criminal record. Having a criminal record will not necessarily prevent you from taking up appointment; it will depend on the nature of the offences and their relevance to the post you are applying for. If applicable, you will be able to discuss any details with the selection panel as part of your interview.

If you are appointed, you will be required to undertake an enhanced DBS with Children's Barred List check. Please note that providing false information could result in your application being rejected or your dismissal from employment if you are appointed. The matter may also be referred to the police if we consider that you may have committed a criminal offence. **It is a criminal offence for barred individuals to seek or undertake work with children.**

If you require further information, please contact Islington Schools HR helpdesk on 0207 527 2875. Any offer of employment will not be confirmed where there is a failure to give relevant information.

Are you registered with the DBS Update Service? (You will be required to provide your original DBS certificate if shortlisted for the post)

Yes ☐ No ☐

If yes, please provide your 12 digit DBS certificate number

Childcare (Disqualification) 2009 Regulations

If this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations, you will be required to declare to establish whether you are disqualified under these regulations.

Safeguarding Statement

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. An enhanced DBS with barred list check is required for all successful applicants. Also, if this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations, the successful applicant will be required to declare.

Relatives and Other Interests

Are you related to, or do you have a personal relationship with an employee of the school, the governing body, an employee of the council or a councilor?

Yes

☐

No

☐

Please inform relations name:

Please inform relations post

Please inform relationship

Declaration

I confirm that the information I have given on this form is correct and understand that, if appointed on the basis of false information, I am liable to be summarily dismissed. I freely give my explicit consent that the information which I give on this application form may be processed in accordance with London Borough of Islington's registration under the Data Protection Act.

Signed

Date

Name

Equal Opportunities Monitoring Information

Please note that this information is processed anonymously in order that we can monitor the effectiveness of our policies and procedures and comply with legislation. We need accurate data on the composition of our workforce to do this. It is important that you complete this page, which is removed from your application form before the shortlisting stage.

Name

Job Reference

Post title

How did you find out about this vacancy – if it was an advertisement, please name the publication:

Date of birth

Sex

Male

☐

Female

☐

Trans-gender

☐

Religion

Buddhist

☐

Hindu

☐

Muslim

☐

Sikh

☐

Christian

☐

Jewish

☐

Rastafarian

☐

None

☐

Other

☐

Prefer not to say

☐

Sexual Orientation

Bi-sexual

☐

Lesbian

☐

Gay Man

☐

Heterosexual

☐

Prefer not to say

☐

Disability

Do you consider that you have a disability under the

Yes

☐

No

☐

Equality Act* - see below.

*The definition of disability according to the Equality Act 2010 is: "A physical or mental impairment which has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities". A long term effect is one that has lasted 12 months, is likely to last 12 months or, is likely to last the rest of the person's life.

Additional Information

We try to make reasonable provisions for people with a disability. If there is any special help that you may require at the interview, please detail below e.g. sign language interpreter, wheelchair access.

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I would describe my race or ethnic origin as: (Please tick the appropriate box below)

NAME:

SCHOOL:

Asian or Asian British

Bangladeshi ☐

Indian ☐

Pakistani ☐

Other Asian background (please state)

Mixed

White and Asian ☐

White and Black African ☐

White and Black Caribbean ☐

Other Mixed background (please state)

Black or Black British

Caribbean ☐

Black and Asian ☐

African:

Eritrean ☐

Ghanaian ☐

Nigerian ☐

Somali ☐

Other African background (please state)

White

British ☐

Chinese or other Ethnic Group

Greek/Greek Cypriot ☐

Chinese ☐

Irish ☐

Filipino ☐

Kurdish ☐

—

—

Vietnamese

☐

Turkish/Turkish Cypriot

☐

Other Ethnic Group (please state)

Other White background (please state)

Any Other Ethnic background (please state)

Not Declared

☐

Data Protection Act

We will process all data in compliance with the provisions of the current Data Protection Act. Please sign below to freely give your explicit consent to allow the information, given on this form, to be processed in accordance with London Borough of Islington's registration under the Data Protection Act for HR and payroll purposes, equal opportunities monitoring and to fulfill statutory requirements, including but not limited to Equalities Act 2010.

Signed

Date



Guidance for candidates applying for a job with Islington Schools

Before you submit your application form, please read it thoroughly and ensure all sections have been completed legibly and fully and you have addressed all the criteria listed in the person specification.

General

The application form plays a crucial part in the selection process, both in deciding whether you will be invited to an interview and at the interview itself. It is vital that you complete the form as fully and accurately as possible. We will not make any assumptions about your experience, knowledge, skills and abilities to do the job.

Read the advertisement, job description, person specification and other accompanying information carefully before you start. All parts of the application form must be completed. Failure to provide information requested may lead to your application being rejected.

Personal Details

Complete this section fully and clearly. If you do not know your national insurance number, you can obtain it from your Inland Revenue National Insurance Contributions office or DWP office and they'll tell you what to do. All successful applicants will be required to produce documentary evidence of their eligibility to work in the UK*. Verification of identity is required before confirmation of appointment.

*A copy of the Asylum and Immigration Act 2006 is available from Schools Human Resources team including a list of the accepted documents.

Relatives and Other Interests

If this applies to you, please give the name of the employee, the department/school that they work in and the relationship (e.g. husband, daughter).

Education, Qualifications and Training

Ensure you give all the information requested, including dates, establishment where you studied and make clear the level of any examinations e.g. GCSE, GCE 'O' Level or 'A' Level or equivalents etc. and the grades you obtained. Also include here any skills training you have had. You will be required to produce original documentary evidence of any qualifications relevant to the job, and these will be detailed on the Person Specification. Proof of qualification is required before the appointment is confirmed.

Employment record

Please list in chronological order, starting with your current or most recent job including employment other than teaching. You have to list details of employment since leaving full-time education. Failure to provide full account of your employment record may lead to your application being rejected.

Gaps in Employment

If there are any periods of time that have not been accounted for in your application, e.g. periods spent raising a family or extended travel, please give details. Please ensure that there are no gaps in the history of your education, employment and other experience.

Personal Statement

This statement is an important part of the application form. This is where you should describe your experience, skills and abilities. You must demonstrate competence in all areas listed in the Person Specification by giving short examples.

Describe how you match the requirements of the job; include experience gained from previous jobs, community or voluntary work. Ensure that the information given is well organised, relevant and brief. You may find it helpful to list each person specification requirement as a separate heading to explain how you meet that requirement.

If you do not send us this statement, you will not be considered for short listing. CVs are not accepted.

References

All appointments are subject to verification of employment and suitability of the candidate for the post applied for. References may be taken up immediately after shortlisting. Please note:

- It is your responsibility to ensure that all named referees, including Parish Priests, where applicable, have consented to providing a reference.
- You must provide the professional email address for references coming from an employer.
- One reference must be from your present or most current employer and references should cover the last 5 years.
- If your last post did not include working with children, a reference will be sought from the employer by whom you were most recently employed to work with children.
- We reserve the right to approach any of your previous employers for a reference.
- Candidates for Headship are advised to seek a reference from their Local Authority.

- Schools/Colleges of a Religious Character are permitted, to give preference to applicants who are practising Catholics. Therefore, it is recommended that one referee should be your Parish Priest/the Priest of the Parish where you regularly worship, if applicable. Most Senior Leadership posts require you to be a practising Catholic and, therefore, one referee must be your Parish Priest/the Priest of the Parish where you regularly worship.
- If you are successful, a further post-offer reference will be requested, seeking information on attendance and sickness records.

All offers of appointment depend on receiving references satisfactory to the school. You must give two referees that have had managerial/supervisory responsibility for you, one of whom must be your current/most recent employer. If you have not worked before, give the name of someone who can comment on your ability to do the job, e.g. a teacher or tutor. Further advice on who is suitable as a referee is available from HR. The school reserves the right to ask for substitute or additional referees, if the one you have provided is not deemed to be suitable.

You may ask to see these references, however, some of the information may relate to a third party, e.g. authorship. This type of information cannot be disclosed to you unless:

- the third party has consented for it to be released, or
- your right to know this information and its source outweighs the right of privacy of the third party.

Disclosure & Barring Service / Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013 provides that certain spent convictions and cautions are "protected" and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website, DBS filtering guide.

All school-based jobs are exempt from the provisions of the Rehabilitation of Offenders Act as the work brings employees into contact with children who are regarded by the Act as a vulnerable group. Therefore, you will be required to declare any convictions, cautions, reprimands and final warnings that are not "protected" (i.e. filtered out) as defined by the Rehabilitation of Offenders Act.

If you have been shortlisted and invited for an interview, you will be required to give full details of your criminal record, also be able to discuss any details with the selection panel as part of your interview. This information will remain strictly confidential and will only be seen by those responsible for the recruitment decision. The information will be shredded in line with our policy on the handling and storage of information relating to criminal record disclosures. Disclosure of a criminal record will not necessarily debar you from employment with Islington Schools, this will depend upon the nature of the offence(s), frequency and when they occurred.

The application for an enhanced disclosure with barred list information will be verified before your first day of work. Please read the policy on the recruitment and employment of ex-offenders. If you have any queries, please call Islington Human Resources helpdesk on 0207 527 2875.

Additional Information for people considered to have a disability under the Equality Act

If this applies to you, please let us know the help you require and we will ensure that reasonable adjustments are made where possible.

Declaration

It is a condition of your employment that you comply with the prevailing data protection legislation in force from time to time. You must also comply with the Council's data protection and connected policies, which can be obtained from the school office, and all rules, systems, instructions and requirements laid down by the school under the security rules.

Equal Opportunities Monitoring Information

All job applicants are expected to complete the monitoring details of the form in order to assist us in complying with statutory requirements. All successful applicants are expected to support the policy actively. Copies are available from Islington Schools Human Resources on 0207 527 2875.



Policy on the recruitment and employment of ex-offenders

Background

London Borough of Islington uses the Disclosure & Barring Service (DBS) to help assess the suitability of applicants and volunteers for positions of trust. We do this in compliance with the DBS's Code of Practice (copies are available from Islington Schools Human Resources or on the internet at www.direct.gov.uk). This policy on the recruitment of ex-offenders is made available to all applicants and volunteers to jobs that require a disclosure.

Policy

The Code of Practice requires us to treat all our job applicants and volunteers who have a criminal record fairly and not to discriminate unfairly against staff and applicants on the basis of a criminal record or other information revealed by a disclosure.

London Borough of Islington is committed to equality of opportunity for all staff. A diverse workforce benefits and adds value to the services we provide. We will be proactive in removing barriers that deny equality to people based on race, gender, disability, ethnic origin, religious beliefs, sexual orientation, age or offending background. Having a criminal record will not necessarily bar you from working for Islington Schools. This will depend upon the nature of the position you have applied for and the background of your offences.

During the application process

When you apply for a job with Islington schools you will be told if the job you are applying for is subject to a criminal record check. If it is, you will be asked about any criminal record you may have. You should include details of all cautions, reprimands, warnings and convictions. This information is kept confidential and is only seen by those who need to see it as part of the recruitment process. We select applicants for interview based upon their skills, experience and qualifications.

A failure to disclose a criminal record (including all cautions, reprimands, warnings and convictions, spent or otherwise) at the application stage will normally lead to the withdrawal of any subsequent job offer.

If you are offered a job at Islington Schools

The job offer will be made subject to satisfactory completion of a criminal record and other checks such as references, medical fitness for the post, proof of relevant qualifications and any other essential requirements for the post. All employees/advisers involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences, or will seek appropriate advice before making a decision. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

In the event of the successful candidate having a criminal record, the candidate will have the opportunity of discussing the disclosure with a service manager. As a minimum, the following will be taken into account when deciding whether to confirm the appointment:

- ✓ Whether the conviction or information was disclosed during the application stage;
- ✓ Whether the conviction or information revealed is relevant to the job;
- ✓ How long ago the offence(s) took place;
- ✓ The candidate's age at the time of the offence(s);
- ✓ The number and pattern of offences;
- ✓ Any other relevant circumstances.

All staff/advisers in a position to make recruitment decisions are trained to identify and assess the relevance and circumstances surrounding a criminal record or will seek appropriate advice before making a decision. No decision will be made until your explanation and the above issues have been considered.

Appeal

You should appeal to the DBS if you believe that the disclosure information is not accurate. Islington Schools Human Resources will decide whether the nature of the inaccuracy is such that a decision on whether to appoint should be postponed until the appeal is completed.

Policy on handling disclosure information

All disclosure information is kept securely and will only be seen by those who need to use it to carry out their duties. After a period of six months, it is securely disposed of. The disclosure forms are never kept on personal files.

Islington Schools Human Resources has a policy statement on the secure storage, handling, use, retention and disposal of Disclosures and Disclosure information which is available from Islington Schools Human Resources on request.



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