



Orchard Park
High School

Exams Invigilator Recruitment Pack

**ALWAYS
LEARNING**

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Dear Candidate

Thank you for taking an interest in working at Orchard Park High School, one of the most successful schools in the area, well above the national average for progress 8. We are thrilled to share with you this exciting opportunity to join us as an **Exams Invigilator** and we are pleased to provide you some information about our school community, which is aspirational, welcoming and supportive. Orchard Park is highly a successful school proud of its ambitions and diverse community. We pride ourselves on routines, systems and excellence. We are a calm, happy and high achieving school.

The successful applicant must be high performing and passionate about education and the improvement of life changes for our children, and committed to continuing to develop the foundations we have already built here at Orchard Park High School. Our school will be disruption free every minute, of every lesson, of every day. We are relentless in our drive for high expectations.

You will also benefit from the expertise and constant feedback from both the Trust and the staff at our school. We work closely with our Trust, sharing our own work and benefitting from their insightful, supportive communication and challenge that helps us constantly improve. If you are committed to getting better every day, this is the ideal school for you.

We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character. The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently comprise of thirty schools: seven in South London, five in Berkshire, one in Surrey, fourteen in Gloucestershire and South Gloucestershire, and three in Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race. Orchard Park is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The school websites provide a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information contact us via email at mstone@orchardparkhigh.net or give us a call on 0208 776 0220. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.



Carly Moran
Headteacher

Greenshaw Learning Trust – ‘Always Learning’

The GLT is a successful multi academy trust that provides high quality comprehensive, non-selective and inclusive education. The Trust is committed to meeting the needs of every student and our schools offer a broad curriculum and wide range of special needs provision in a welcoming and challenging environment.

We are extremely proud of our success, but we are not complacent. We believe that we can – as an academy trust, as schools and as individuals – always improve. We are all ‘Always Learning’.

Each school in the GLT is led by its own leadership team and a governing body, which have the support of the wider Trust to help them achieve their objectives for their school. Being part of the Trust provides our schools with an effective structure, collaboration, and support. Our culture of trust and openness fosters mutual support and continual improvement.

School-to-school collaboration is enabled by regular contact between school leaders. Our shared services professionals provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, school improvement, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, pupil services, estates, finance, HR, IT, catering, clerking, procurement and governance.

From its establishment as a multi academy trust in 2014, the Trust has grown significantly and currently employs around 2,700 people and educates over 17,300 students. We have approval to open a new secondary special school in South London and we are planning to grow further over the coming months and years. Further information about our schools can be found [here](#).

The Greenshaw Learning Trust Mission Statement

We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.

We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.

We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.

Greenshaw Learning Trust Employee Benefits

The GLT recognises that our employees are our most important asset, and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- A supportive ethos and concern for the well-being of all colleagues
- Excellent CPD opportunities and career progression
- Employer Contributions to Local Government or Teachers Pension Scheme
- Cycle to work scheme
- Gym membership scheme
- Employee Assistance Programme
- Eye Care Voucher scheme
- Childcare Voucher Scheme
- Car Benefit Scheme
- My Health discounts

Terms and Conditions

Line Managed by:	Exams Officer
Contract:	Casual
Salary:	NJC Grade 5, Pt 12. (£30,033pa)
Hours of Work:	Casual / Zero-hour contract. Employment will be on a casual basis throughout the school year with the majority of work being offered in May and June of each year. Exam invigilators are required to confirm their availability in advance of the main exam periods.
Place of Work:	Orchard Park High School, Orchard Way, Shirley CR0 7NJ
Medical Examination:	The appointment is subject to a satisfactory medical report.
Superannuation:	Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Teachers' Pension Scheme or a Personal Pension Scheme. Details of the Teachers' Pension Scheme are available at: https://www.teacherspensions.co.uk
Holiday Entitlement:	Subject to Working Time provisions of the School Teachers Pay and Conditions Document your holidays coincide with periods of school closure
Probation Period:	New employees are required to complete a six-month probationary period.
Disclosure & Barring Enhanced Service Check:	This appointment is subject to the receipt of a satisfactory Disclosure and Barring Service check.
Right to Work Check:	This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in last five years, such checks and confirmations may be required in accordance with the statutory guidance.

Job Description

This is an excellent opportunity for a highly motivated and committed individual to join Orchard Park High School as an Exams Invigilator. The successful candidate will provide support during school examinations, with responsibility for setting up and supervising the examinations and ensuring that strict guidelines and regulations are adhered to at all times. This is a fantastic opportunity to make a difference to the lives of our students.

Main Duties and Responsibilities

To assist the school's Examination Officer in all aspects of examination protocol/procedures and administration. To take an active role in the implementation and delivery of Public Examinations along with other exams/assessments held at key points throughout the academic year.

Key Responsibilities

- Conduct examinations in accordance with the Joint Council for Qualifications (JCQ) awarding organisation and Orchard Park High School regulations and instructions
- Have a key role in upholding the integrity and security of the examination/assessment process

Exam Responsibilities

Before exams (under instruction), the Exams Invigilator will:

- report to and be briefed by the Exams Officer prior to each exam session
- keep confidential exam question papers and materials secure before, during and after exams
- ensure exam rooms are set up according to the requirements
- admit candidates into exam rooms under formal exam conditions
- identify candidates and seat candidates according to the required arrangements
- distribute the correct question papers and exam materials to candidates
- instruct candidates in the conduct of their exams
- deal with questions from candidates
- start exams

During exams, the Exams Invigilator will:

- supervise and observe candidates at all times and be vigilant throughout exams
- keep disruption in exam rooms to a minimum
- deal with emergencies or irregularities effectively
- record/report any incidents, disruption or irregularities
- deal with candidate questions according to the regulations
- patrol through the exam venue throughout the examination in a discreet manner
- inform the Exams Officer of any examination irregularities that may be observed during the examination
- ensure the examination desks are clear of graffiti
- escort students to and from the toilet, if required

After exams (under instruction), the Exams Invigilator will:

- instruct candidates in finishing their exams and collect exam scripts and exam materials
- dismiss candidates from the exam room
- check candidates' names/candidate numbers on scripts and match the details on the attendance register
- securely return all exam scripts and exam materials to the Exams Officer

General Responsibilities

Undertake, where required and where able, any other duties requested by the Exams Officer. This includes, but is not limited to:

- facilitating access arrangements for candidates, for example as a reader, scribe, etc (full training will be provided)
- centre supervision of exam timetable clash candidates between exam sessions
- other exam-related administrative tasks, including maintaining question paper security by supporting the "second pair of eyes" check
- completing attendance registers, when requested
- being responsible for keeping up-to-date with the requirements of the role, by attending appropriate training, update and review sessions, and keeping abreast of changes in legislation
- be aware of and comply with policies and procedures relating to child protection, equal opportunities, race equality, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person.
- to undertake any other duties commensurate with the post as may be required by the Exams Officer or the Headteacher.

Whilst every effort has been made to explain the main duties and responsibilities for the post, the list is not exhaustive and may not identify each individual task to be undertaken. The job description, in conjunction with the post holder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title

Person Specification – Exam Invigilator

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

Criteria	Essential	Desirable
Education, Qualification and Training		
Willingness to undertake induction and ongoing training	•	
Experience and Knowledge		
Practical experience of word processing, excel, email and other office electronic applications	•	
Knowledge and experience of the education sector, preferably in a secondary school		•
Aptitude and Skills		
Be reliable, flexible and readily available during main exam periods	•	
Ability to act as a confident and reassuring presence to candidates in the exam room	•	
Ability to give instructions and manage situations involving different groups of people	•	
Efficient, accurate and excellent attention to detail	•	
Excellent organisational skills	•	
Ability to work independently and show initiative	•	
Ability to work flexibly to support others and respond to unplanned situations	•	
Good verbal and written communication skills, with the ability to communicate with colleagues, students, parents and other professionals	•	
Ability to work as part of a team, understanding school roles and responsibilities and to build good relationships with colleagues	•	
Additional Responsibilities		
Desire to work with young people and to support their education and achievements	•	
Be sensitive to the range of needs and difficulties that young people experience	•	
Able to appropriately deal with confidential information	•	
Desire to enhance and develop skills and knowledge through CPD	•	
Have a commitment to equality of opportunity	•	
Demonstrate a commitment to safeguarding and the highest standards of child protection	•	
Recognition of the importance personal responsibility for Health and Safety	•	
Commitment to the school's ethos, aims and its whole community	•	

The Recruitment Process

1. Application

To apply for a staff vacancy, please register for an online account to complete the application form. Please visit our website <https://www.orchardparkhigh.co.uk/staff-vacancies>. The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

The completed online application form should be accompanied by a personal statement of suitability of no more than 2 sides of A4. In the application form and personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

Applications are ongoing.

2. Shortlisting

Shortlisting will be finalised on the same day. Shortlisted applicants will be invited by telephone to attend an interview. Please make sure you have indicated clearly day and evening telephone numbers on which you can be reached. References will be taken up after shortlisting.

3. Interview Process

Interviews will be held shortly after. Applicants will also be asked to undertake a practical test related to the knowledge and abilities in the Person Specification.

4. Feedback

Unsuccessful shortlisted applicants will have the opportunity for professional feedback following the interviews.

5. Taking up post

The successful applicant will take up the post as soon as possible

6. Additional information

For further information, please contact Michele Stone (mstone@orchardparkhigh.net), or call 0208 776 0220

7. Safeguarding

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expect staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS and barred list check.