



Proud to be part of  
**GREENSHAW**  
LEARNING TRUST



**HOLMLEIGH PARK**

**HIGH SCHOOL**



# CASUAL EXAM INVIGILATORS

**Start Date:** As soon as possible  
**Salary:** £9.50 per hour + holiday pay  
NJC Grade B point 1  
**Hours:** Casual - Term-time only

## INTRODUCTION

Thank you for taking an interest in joining us as a Casual Exam Invigilator.

Holmleigh Park is an ambitious academy located in Tuffley, Gloucester. We believe that all children have limitless potential, and are proud to offer a comprehensive education to all students in our local community. We expect all staff, students and parents to embrace our three principles - **Work Hard, Be Kind, Take Responsibility** - so that our students leave school as ambitious, confident and successful young adults with the highest standards of integrity.

## Why join us?

- **Our clear systems:** At Holmleigh Park, we believe that simple and clear support systems are the driving force which will improve our school
- **Centralised support:** As members of the Greenshaw Learning Support, our support staff benefit from expert advice, training and assistance from the central team, and have the opportunity to collaborate with staff across our South West schools.
- **The opportunity to make a difference:** Our school is improving incredibly quickly, and we're proud to offer all local students a standard of education which we fully expect to outpace the local grammar schools within two years.
- **The quality of living:** Our easily accessible location is just 15 minutes from the Cotswold Hills, and is within commuting distance from Cheltenham, Bristol and Cardiff.

We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, which collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing their own distinctive characters. Join us and see why we are one of the fastest improving MATs in the country.

Our website provides a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours. We welcome visits or conversations with prospective applicants. To arrange a tour or a confidential phone call, please contact Ms Harrison ([l.harrison@hphigh.co.uk](mailto:l.harrison@hphigh.co.uk)).

We are 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.

I look forward to hearing from you soon.



Patrick Farmbrough  
Headteacher

## **Greenshaw Learning Trust – About us**

The Greenshaw Learning Trust (GLT) provides an effective structure for schools to achieve real benefits from school - to-school collaboration, and a culture of trust and openness that promotes honest and transparent dialogue and mutual support.

At the heart of the Trust is proven school improvement advice and guidance – with regular meetings with school leaders, input from specialist primary and secondary experts and staff training and development in all our schools.

All schools in the Trust receive expert advice and fast-response support on budget planning and monitoring, payroll, human resources, employment and legal advice, purchasing, capital projects, admissions, policy development and audit. Our catering team provides advice and guidance on meeting the statutory responsibilities for food standards, healthy eating and safety, and helps our schools achieve higher take-up of meals and significant cost savings through quality improvement and the central procurement of food supplies.

Each school's local governing body receives support and advice to ensure that they can contribute effectively to the governance and leadership of their school, including tailored guidance to chairs and clerks and governor training.

The Greenshaw Learning Trust is committed to meeting the needs of every student – our schools offer a wide range of special needs provision and across the Trust we have extensive expertise in behaviour, attendance, family liaison and therapies to support our students and their teachers.

## **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 Greenshaw Learning Trust 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:

- Excellent CPD opportunities and career progression.
- Employer Contributions to Teachers Pension Scheme.
- Cycle to work scheme.
- Gym membership scheme.
- Employee Assistance Programme.
- Eye Care Voucher scheme.

### **Job Purpose**

To supervise individual and/or groups of students undertaking school examinations in accordance with the legal and school requirements.

### **Main Duties/Responsibilities**

To assist the Examinations Officer in the smooth and efficient administration and running of examinations.

Being Available for additional Training Meetings if required.

Closely following and enforcing the school and exam board procedures and regulations including being familiar with the "Instructions for the Conduct of Examinations" as provided by the Examinations Boards.

Assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues.

Ensuring candidates do not talk once inside the venue.

Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with 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 examination as required and supervising candidates whilst outside examination venues.

Escorting candidates on toilet breaks ensuring no unauthorised material is consulted and that examination regulations are observed at all times.

To ensure that any minor behaviour issues are dealt with in line with school policy and that any breaches of Examination Code of Conduct are reported to the Examinations Officer immediately.

Collecting, collating and delivering scripts at the end of the examinations in accordance with strict procedures.

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

## Person Specification

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

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
At least five GCSE's or equivalent which must include at least a C grade in Maths and English.	●	
A good standard of Education.	●	
Evidence of personal commitment to CPD.		●
<b>Experience and Knowledge</b>	<b>Essential</b>	<b>Desirable</b>
Previous experience of working with children in an educational setting.		●
Experience of supporting SEN students in a mainstream classroom environment.		●
Successful experience of working within a Secondary school	●	●
Ability to think quickly.	●	
Good behaviour management.	●	
An understanding of Examination processes.		●
<b>Skills and Abilities</b>	<b>Essential</b>	<b>Desirable</b>
Understanding of the need for discretion, tact and confidentiality at all times.	●	
Have confident manner, ability to be firm where required.	●	
Be able to work part of a team.	●	
Resilience to work under pressure and at a motivated pace.	●	
Ability to relate to and communicate effectively with students and staff alike.	●	
Be dependable, able to follow instructions and respond to management directions.	●	
Have a willingness to extend skills through appropriate training.	●	
<b>Personal</b>	<b>Essential</b>	<b>Desirable</b>
Demonstrable and consistent approach towards others in operating with confidence and integrity.	●	
Demonstrable methodical approach and strong attention to detail.	●	
A passion and desire to drive things forward.	●	
The confidence to take risks and do things differently.		●
Commitment to working within the School's Safeguarding Policy and Procedures.	●	
Commitment to high standards and expectations.	●	

## Safeguarding Children

The Trust is committed to safeguarding children and promoting the welfare of children and young people and expects 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 an enhanced Disclosure & Barring check along with other relevant employment checks.

***This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The line manager may stipulate other reasonable requirements. The job description will be reviewed regularly and may be subject to change.***

## The Application Process

### 1. Applications

To apply for a staff vacancy, please register for an online account to complete the application form. Please visit our website [www.hphigh.co.uk](http://www.hphigh.co.uk)

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 must be received no later than on **Sunday 18<sup>th</sup> April 2021**. Applications received after this date and time will not be considered.

### 2. Shortlisting

Shortlisting will be finalised on **Monday 19<sup>th</sup> April 2021**. Shortlisted candidates will then be invited by telephone to attend for interview. Please make sure you have given day and evening telephone numbers on which you can be reached.

### 3. Interview

Interviews will take place as soon as possible.

### 4. Notification of outcome

Candidates will be notified of the outcome as soon as possible following the interview process. Please ensure you have given day and evening telephone numbers on which you can be reached.

### 5. Feedback

Unsuccessful shortlisted candidates will have the opportunity for professional feedback during the week following the interviews.

### 6. Taking up post

The successful candidate will take up post as soon as possible.

Should you require any additional information, please contact Lin Harrison, HR Officer at [l.harrison@hphigh.co.uk](mailto:l.harrison@hphigh.co.uk)