



GREENSHAW
LEARNING TRUST



COMMITTED TO
EXCELLENCE

GREENSHAW HIGH SCHOOL



Exam Invigilator
Recruitment Pack

**ALWAYS
LEARNING**

Contents

- **Candidate Letter**
- **Introduction - Greenshaw Learning Trust (GLT)**
- **GLT Mission Statement**
- **GLT Employee Benefits**
- **Terms and Conditions**
- **Main Responsibilities and Duties**
- **Job Description**
- **Person Specification**
- **The Recruitment Process**

Dear Candidate,

Thank you for having an interest in joining Greenshaw High School. This is an opportunity to join our great community and play your part in ensuring that our vision of increasing the life chances of our students can continue to be made real.

Greenshaw is a highly over-subscribed 11 to 18 mixed comprehensive secondary school situated in Sutton, South West London. We currently have around 1,930 students on roll, with staff providing teaching, pastoral care and other support across the school. We are fortunate to be a highly popular school with a trusted record locally of nurturing high levels of attainment in our students. We believe this comes from striving to always offer a first rate-teaching environment, full of challenge for students to achieve their very best, alongside a pastoral support programme to guide them. In addition, despite our significant size we hope that we continue to offer a 'community' – as the most recent Ofsted report notes, relationships between pupils and staff are caring and this is something I am very proud of.

These are very exciting times for our school. We have the prospect of a second Ofsted visit over the next year, following a very successful ungraded inspection in October 2023. We are also on the cusp of a significant building project that will see two thirds of the school rebuilt, totally upgrading the day to day experience for our pupils and staff. While we work tirelessly to maintain the fabric of the existing buildings, and the decor within them, I am very excited about our students being able to learn in brand new science labs, drama studios, and art facilities supported by a twenty first century learning resource centre.

The rebuild and the Ofsted revisit mean that the next few years will be exciting, and in the context of a fully staffed, oversubscribed school with Progress 8 scores in the top 10% of the country, as well as around 50 Sixth Form students each year progressing to Russell Group universities, they offer extraordinary opportunity. You would be joining a staff group, teaching and non-teaching, who are totally committed. Our Research School status means we have access to the most recent findings about educational effectiveness, alongside a rich training programme for all colleagues. Put simply, the better we get as a staff body, the better our students' experience and future chances become.

We are at the heart of the Greenshaw Learning Trust, a multi academy trust with extraordinary outcomes for our children across primary and secondary phases, spread over eight local authorities in southern England. This means we are also very well connected to subject leads, professional support and wider networks. As a group we are each dedicated to developing our own excellence, as well as committing to the successes of our other partner schools.

I would encourage you to visit the school's website www.greenshaw.co.uk to find out more about our school. I know that there is a relatively tight window for application but we always welcome visits prior to making an application. If you would like to arrange a visit, or talk over the phone or online, do please contact the school's HR team at hr@greenshaw.co.uk.

If our vision is one you share then please do read on. 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. We encourage applications from all candidates who would like to play their part in our work.

I look forward to welcoming you in person at Greenshaw High School soon.



Yours sincerely,

A handwritten signature in black ink, which appears to be 'Nick House'. The signature is fluid and cursive, written over a white background.

Nick House, Headteacher

Greenshaw Learning Trust – ‘Always Learning’

GLT is one of the highest performing multi academy trusts in the country 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 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.

At GLT it is really important to us that our classrooms are disruption free and the schools are calm and orderly. Our shared behaviour policy assists to make this happen and enables our teachers to have the greatest impact on the educational outcomes of the children in their classes.

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 3,700 people and educates over 23,500 students. 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 (LGPS) or Teachers Pension Scheme
- Access to Blue Light Card Scheme
- Access to Teacher Art Pass Scheme (teaching staff only)
- Cycle to Work scheme
- Gym membership scheme
- Employee Assistance Programme
- Free eye tests
- Car benefit scheme
- My Health discounts

Terms and Conditions

Line Managed by:	Exams Coordinator
Contract:	Casual
Salary:	Salary calculated in line with NJC Outer London 1c/3 points 3 £14.77 per hour (starting salary and pay points will be aligned with relevant regional NJC spine on appointment, dependent on the location of the postholder)
Hours of Work:	The hours of work will vary depending on the successful candidate's availability and the operational requirements of the school. Exams Invigilators are required to confirm their availability in advance of main exam periods. An unpaid break of 45 minutes will be provided if scheduled to work more than six hours on any day.
Place of Work:	Greenshaw High School, Grennell Road, Sutton, SM1 3DY
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 Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: https://www.lgpsmember.org
Probation Period:	New employees are required to complete a six-month probationary period
Disclosure & Barring Service Check:	This appointment is subject to the receipt of a satisfactory enhanced 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 the last five years, such checks and confirmations may be required in accordance with the statutory guidance

Job Description

The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

Exams Invigilator - Job Description

Exams Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times.

Exams Invigilators are accountable to the Exams Officer.

The main duties and responsibilities will include:

Key Responsibilities

- Conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Greenshaw High School's 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 examination venue throughout the examination in a discreet manner;
 - Inform the Senior Invigilator and/or the Exams Officer of any examination irregularities that may be observed during the examination;
 - Ensure that 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 on scripts and match the details on the attendance register;
- Securely return all exam scripts and exam materials to the Exams Officer;
- 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.

General Responsibilities

- Undertake, where required and where able, any other duties requested by the Exams Invigilator. This includes, but is not limited to:
 - Centre supervision of exam timetable clash candidates between exam sessions;
 - Other exams-related administrative tasks, including maintaining question paper security by supporting the 'second pair of eyes' checks;
 - Completing attendance registers, when requested.
- Be 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 and 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 Line Manager or the Headteacher.

Exam Invigilator – Person Specification

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Shortlisting is carried out on the basis of how well you meet the requirements of the person specification. **When you complete your statement of suitability, you should mention any experience you have had which shows how you could meet these requirements.**

	ESSENTIAL	DESIRABLE
Education, Qualifications and Training	<ul style="list-style-type: none"> Willingness to undertake induction and ongoing training 	
Experience and Knowledge	<ul style="list-style-type: none"> Practical experience of word processing, excel, e-mail and other office electronic applications 	<ul style="list-style-type: none"> Knowledge and experience of the education sector, preferably in a secondary school environment
Aptitude and Skills	<ul style="list-style-type: none"> 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 Requirements	<ul style="list-style-type: none">• 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 of personal responsibility for Health and Safety• Commitment to the school's ethos, aims and its whole community	
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The Recruitment Process

1. Application

Visit our website to view our current vacancies [here](#)

To apply for a staff vacancy, please register for an online account and complete the online application form. The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

You have the opportunity to upload an attachment to support your application if desired. In the application form 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 11.59pm on Thursday 13th February 2025. Applications received after this date will not be considered.

2. Shortlisting

Shortlisting will be finalised shortly after the closing date. Shortlisted applicants will receive an email inviting them to select their preferred interview time. Please ensure you enter your correct email address on your application form and provide a contact telephone number. References may be taken up after shortlisting. Please ensure you indicate clearly on your application form if you are happy for us to do so.

3. Interview Process

Interviews will be held shortly after the closing date. Applicants may 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 during the week 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 hr@greenshaw.co.uk.

7. Safeguarding

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