



**TAME RIVER
EDUCATIONAL
TRUST**

Examination Invigilator Candidate Information Pack

Great schools in which to learn, teach and belong.



Welcome to Tame River Educational Trust

Dear Candidate

Thank you for your interest in the post of Examination Invigilator with Tame River Educational Trust.

Tame River Educational Trust was established in 2022, with Tameside and Clarendon Sixth Form College as our sponsor. We grew from our desire to make a significant difference to the school days and life-chances of all our young people, including and especially young people who have fewer socio-economic or prior educational advantages.



Our mission is to establish great schools in which to learn, teach and belong. Schools which promote learning, develop character, value diversity and build cultural capital. By the age of 16 we aim for every student to progress to suitably challenging post-16 studies and apprenticeships.

Each of our schools is committed to academic rigour, a spirit of enquiry, talent and character development and providing our students with a significant educational dividend.

The Trust is currently comprised of one academy and one associate school, who will become a full member of the Trust in the near future.

As a Trust we do so much more, and we are growing! We are an ambitious Trust in which to study and work. All our members of staff, both teaching and support staff, are dedicated, committed professionals.

We recognise that our staff are our greatest asset and our Talent and HR strategy places people at the heart of our work.

If, after reading everything about us, this sounds like a Trust you would like to work for, we would very much welcome an application from you.

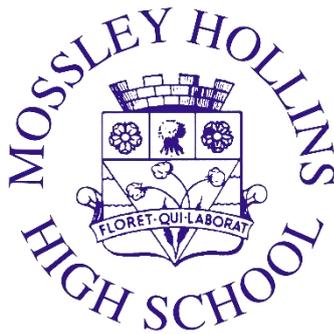
Phil Wilson
Chief Executive Officer

An Introduction to our Trust Schools



Droylsden Academy is an Ofsted rated Good school, where students are able to thrive and belong. It is heavily oversubscribed which is a testament to its incredible success.

Website: <https://www.droylsdenacademy.com/>



Mossley Hollins High School is an Ofsted rated Good school. Mossley Hollins is currently an associate school within the Trust, and will become a full member in the near future. This school is also heavily oversubscribed.

Website: <https://www.mossleyhollins.com/>



Application Procedure

For a confidential discussion on current vacancies, please contact the HR Team at hr@droylsdenacademy.com.

To apply for the role, please complete the application form – available to download from our website and return it to hr@droylsdenacademy.com.

In compliance with Safer Recruitment Guidelines, CVs will not be accepted.

Advertised: 24 January 2025 Closing date for Applications: 10 February 2025 at noon.

Interview Date: Will be held as soon as possible following the closing date.

Shortlisted candidates will be contacted with details of the interview process. If you have not heard from us within 5 days of the closing date, please assume your application has been unsuccessful, on this occasion.

Safer Recruitment

The Tame River Educational Trust is an equal opportunities employer and welcomes applications from all sectors of the community. We are committed to protecting our students and staff and therefore have a rigorous recruitment process which includes assessing candidates' suitability to work with children. All staff will be required to hold an enhanced DBS Disclosure, with Children's Barred List Check.

Equal Opportunities

The Tame River Educational Trust believes that all individuals are of equal value and we are committed to equal opportunities for all. All people who work and study in our schools have the right to be respected and valued within a safe and secure environment and not to be discriminated against on the grounds of age, class, sex, race, disability, sexual orientation, religion or belief.

Tame River Educational Trust and all its schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Job description	
The Tame River Educational Trust and its schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
Job Title:	Examination Invigilator
Reporting to:	Exams Officer
Hours & Salary	Casual zero hours contract, payable at £13.21 an hour
Role Overview	<p>This role provides invigilation for external examinations at the school. The exam invigilator is responsible for picking up the exams material prior to the exam, distributing the material to the candidates, supervising the exam for the duration of the scheduled time and returning all exam materials to the exams officer at the end of the allocated time.</p> <p>This job description is written at a specific time and is subject to change as the demands of the Academy and the role develops. The role requires flexibility and adaptability and all employees need to be aware that they may be asked to perform tasks and be given responsibilities not detailed in this job description.</p>
Child Protection and Safeguarding:	The successful candidate must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Child Protection and Safeguarding Policies, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.
Main duties and responsibilities:	<p>As an Examination Invigilator, you are expected to:</p> <ol style="list-style-type: none"> 1. Assist with setting up examination venues by laying out stationary, equipment and examination papers in accordance with the outlined procedure. 2. Assist candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues. 3. Offer advice and guidance to unregistered candidates without allocated seats. 4. Ensure that candidates do not talk once inside the examination venue. 5. Invigilate during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures. 6. Check attendance during examinations. 7. Record details of early leavers and collecting their scripts. 8. Escort candidates from the examination venue during the examinations as required, and supervising candidates whilst outside the examination venue.

	<ol style="list-style-type: none"> 9. Collect and collating scripts at the end of the examination in accordance with script procedures. 10. Supervise candidates leaving examination venues, ensuring that candidates do not remove equipment or stationary from the venue without authorization and ensuring that candidates leave venues in an orderly and quiet manner. <p>As a member of staff, you are expected to:</p> <ol style="list-style-type: none"> 1. Safeguard all students, promoting their safety, health, and welfare in accordance with school policy, both on the school premises and on school activities elsewhere. 2. Follow and uphold all school policies and be an excellent ambassador for the Trust and Droylsden Academy. 3. Have a responsible and diplomatic approach to matters of a confidential nature. 4. Ensure awareness of what is happening in and around the school; checking and responding, where necessary, to school emails regularly and at least once every school day. 5. Develop yourself through engaging with CPD, including ICT training, in order to maximise effective use of all school systems. 6. Undertake any other duties that might be reasonably requested, by the Co-Headteachers, Curriculum Leader, Line Manager, or any other member of the senior leadership team (School to amend/add/delete as required). Any request will correspond with the general character of the post and are commensurate with the level of responsibility.
<p>Health and Safety:</p>	<p>The post holder must, at all times, work within the requirement of the Health and Safety at Work Act 1974, current Health and Safety legislation and the School's and LEA's policies and procedures. The postholder is responsible for their own Health and Safety, as well as that of their colleagues.</p> <p>All Trust schools are non-smoking sites.</p>
<p>General:</p>	<p>This job description may be reviewed at the end of each academic year or earlier if necessary. In addition, it may be amended at any time in consultation with the post holder. The post holder will be expected to participate in the Academy's appraisal programme and to participate in appropriate staff training and development activities.</p>

Person Specification			
	Essential	Desirable	Method of assessment
Qualifications			
Experience		<ul style="list-style-type: none"> • Experience of a large school environment • Education background 	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references
Skills and Knowledge	<ul style="list-style-type: none"> • Basic literacy and numeracy skills • Ability to work to timetables/deadline • Ability to communicate well with pupils and colleagues • Ability to work alone and to deadlines • Ability to work under pressure with minimum supervision • Good communication skills 		<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references
Personal competencies and qualities	<ul style="list-style-type: none"> • Self-motivated • Willingness to undertake job related training • Willingness to work flexibly to suit school needs • Passion for helping children and young people learn • Trustworthiness and integrity • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Ability to engender confidence in young people 		<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references



	<ul style="list-style-type: none">• A warm, friendly, and patient manner• Ability to build positive relationships with all students that allow them to achieve to their highest potential• Discipline and time management skills• A belief in the value of others• A willingness to learn new skills and approaches and to share experiences with others• A sense of humour		
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