

COMMITTED TO EXCELLENCE

GREENSHAW HIGH SCHOOL

GREENSHAW HIGH SCHOOL

RECRUITMENT PACK

Proud to be part of the GREENSHAW LEARNING TRUST

Greenshaw High School,
Grennell Road,
Sutton,
Surrey SM1 3DY

Telephone: 020 8715 1001

Email: info@greenshaw.co.uk

COMMITTED TO
EXCELLENCE
GREENSHAW HIGH SCHOOL

Dear Candidate,

Welcome to our school and thank you for taking an interest in joining Greenshaw High School. We are the highly popular founder school in a thriving multi academy trust. We are immensely proud of our great community and look forward to welcoming you, should you wish to be part of our special family of staff and students..

Greenshaw High School is a highly over-subscribed 11 to 19 mixed comprehensive secondary school situated in Sutton, South West London. We currently have around 1,960 students on roll, with staff providing teaching, pastoral care and many other support activities across the school. We have a very diverse population of students, meaning that this school offers a fully comprehensive range of opportunities for colleagues who work here.

We are fortunate to be a highly popular school with a long standing and trusted record for excellent education. This was endorsed in our most recent Ofsted report (October 2024) that judged four areas of our school's performance to be 'Outstanding'. We believe this comes from our ambition to achieve two different educational targets.

The first is striving for all of our students to achieve **high outcomes** - we have been in the top 10% of all schools for progress at GCSE in two of the last three years. We have also enabled over 60 students each year to achieve a place at a Russell Group university. We are particularly proud that the progress of our disadvantaged students is also in the top 10% nationally at GCSE, and that we are one of the most respected schools for the education of SEND students in Sutton.

The second ambition is to do all we can to create a culture of **high welfare**. We prize the dignity of all members of our community, greeting our pupils at the gate when they arrive at school, as they enter each classroom and around school. We encourage, and model, high quality social interaction throughout the school day so that our pupils are naturally welcoming and interested in others. Alongside our care for pupils we also have absolute regard for the workload of all colleagues, those that teach and those that are non-pupil facing, with a culture of warmth and support. I am very proud that our Ofsted report, while grading 'Behaviour and Attitudes' as outstanding also used the adjective 'friendly'.

These are very exciting times for our school. We are into an amazing 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.

Joining Greenshaw represents an excellent professional 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, and we run a rich training programme for all colleagues.

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

I know that there is often a relatively tight window for applications but we always welcome visits prior to making an application. In addition, our school website is very detailed and offers much information about the school. 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.

Greenshaw High School 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.

If our vision for education is one you share then please do read on. We are ambitious about promoting excellence, life changing opportunities and inclusion. I 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 to continue the development further of our successful school.

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



Yours sincerely

Nick House, Headteacher

TERMS AND CONDITIONS

CONTRACT

- Casual

SALARY

- Salary calculated in line with NJC Outer London 1c/3 pay scale, point 3, £29,562.00 per annum (**Actual hourly rate - £15.74**).

HOURS OF WORK

- Casual hours depending on availability and the operational requirements of the school.
- Availability is required from 8:30am for morning exams and 1:30pm for afternoon exams, with finish times varying depending on the length of each exam, and accommodating any student access arrangements.
- An unpaid break of 45 minutes will be provided if scheduled to work more than 6 hours on any day.
- Exams take place at various times throughout the school year, particularly during October, November, January, February, April, May and June. You will be asked to provide your availability ahead of each exam season so we can allocate sessions accordingly.

PLACE OF WORK

- Greenshaw High School, Grennell Road, Sutton, Surrey SM1 4DY.

PENSION SCHEME

- 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

HOLIDAY ENTITLEMENT

- The postholder will be paid an enhancement for holiday pay, which is included in the salary details above.

PROBATION PERIOD

New employees are required to complete a six-month probationary period.

STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.

JOB DESCRIPTION

Post:	Exams Invigilator
Responsible to:	Exams Officer

ROLE OVERVIEW

We are looking for a highly motivated individual to join our committed Exams Invigilator team. The successful candidate will play an important role in ensuring that our students are supervised appropriately during examinations.

Exam Invigilators must ensure the confidentiality and security requirements surrounding the invigilation process are known, understood and followed at all times.

MAIN DUTIES AND 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.
- **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;
    - Give full attention to conducting the examinations properly
    - 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 the exams.
- **During exams, the Exams Invigilator will:**
    - Supervise and observe candidates throughout the whole time examinations are in progress, giving complete attention to this duty;
    - Be vigilant and remain aware of incidents or emerging situations;
    - 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;

GENERAL RESPONSIBILITIES

- Undertake where required and where able, any other duties requested by the Exams Officers. 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.
- Act as a professional and positive role model to our students in terms of personal presentation, timekeeping and behaviour;
- Be responsible for keeping up to date with the requirements of the role, by attending appropriate INSET and training courses, meetings, 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;
- Undertake any other duties commensurate with the post as may be required by the Headteacher

SAFEGUARDING

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school.
- Comply with the school's Safeguarding Policy to ensure the welfare of children and young persons.

- Greenshaw Learning Trust 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.

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 duties and responsibilities in this job description are not restrictive and you 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.

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.

	Essential	Desirable
Education, qualifications and training		
Willingness to undertake ongoing training	x	
Experience and knowledge		
Practical experience of word processing, excel, e-mail and other office electronic applications	x	
Knowledge and experience of the education sector, preferably in a secondary school environment		x
Aptitude and skills		
Be reliable, flexible and readily available during main exam periods	x	
Ability to act as a confident and reassuring presence to candidates in the exam room	x	
Ability to give instructions and manage situations involving different groups of people	x	
Efficient, accurate and excellent attention to detail	x	
Excellent organisational skills	x	
Ability to work independently and show initiative	x	
Ability to work flexibly to support others and respond to unplanned situations	x	
Good verbal and written communication skills, with the ability to communicate with colleagues, students, parents and other professionals	x	
Ability to work as part of a team, understanding school roles and responsibilities and to build good relationships with colleagues	x	
Committed to the safeguarding of children	x	
Additional requirements		
Desire to work with young people and to support their education and achievements	x	
Be sensitive to the range of needs and difficulties that young people experience	x	
Able to appropriately deal with confidential information	x	

Desire to enhance and develop skills and knowledge through CPD	x	
Have a commitment to equality of opportunity	x	
Demonstrate a commitment to safeguarding and the highest standards of child protection	x	
Recognition of the importance of personal responsibility for Health and Safety	x	
Commitment to the school's ethos, aims and its whole community	x	

THE RECRUITMENT PROCESS

APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the GLT website. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application. You will have the opportunity to upload additional documents in support of your application if required.

Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

Applications must be received no later than 11.59pm on 3/12/2026. Applications received after this date will not be considered. We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

INTERVIEW PROCESS

Interviews will be held shortly after the closing date. Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification.

TAKING UP POST

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



GREENSHAW
LEARNING TRUST

COMMITTED TO
EXCELLENCE
GREENSHAW HIGH SCHOOL

ORU Sutton,
7 Throwley Way,
Sutton SM1 4AF

020 3988 0218

info@greenshawlearningtrust.co.uk

www.greenshawlearningtrust.co.uk

Grennell Road,
Sutton,
Surrey SM1 4DY.

0208 715 1001

info@greenshaw.co.uk

www.greenshaw.co.uk