



Blackburn Central
High School



Invigilator (Multiple Vacancies)

Candidate Pack



Part of the

Oak 
Learning Partnership

Invigilator (Multiple Vacancies)

Welcome from the Headteacher

Dear Candidate,

I am delighted that you have shown an interest in applying for this key post at our Ofsted rated GOOD school. We believe that our students should receive an excellent education with opportunities to succeed beyond their potential, encouraging them to become confident, independent young adults, balanced by compassion and respect for others.

I am immensely proud of our OFSTED inspection in December 2022, which graded Blackburn Central High School as "Good." This outstanding achievement is a testament to the dedication, hard work, and commitment of our exceptional staff, students, and parents/carers who collectively contribute to our school's success. The Ofsted report commends our school by informing us that: 'Pupils are proud to attend this school. They have warm and trusting relationships with staff. Pupils told inspectors that they appreciate the family atmosphere of the school, where everyone is equally valued. Leaders and governors have high expectations of what pupils can achieve. Pupils respond positively to the challenges set for them. They enjoy learning and achieve well.'

BCHS has the ambition, the expertise and the determination to ensure that our outcomes will continue to improve alongside developing the character education of our students. To do this, it is vital that we attract the right calibre of professional to work alongside our dedicated team of staff.

Therefore, to help us continue this work, we are seeking to appoint suitably enthusiastic and / or experienced individuals as a bank of Invigilators to cover the main examination periods of November, January, March, May and June. These posts are casual contracts with hours and days varying according to needs of the school. These roles are ideal for retired colleagues and those available all year round, who are not currently employed.

Appointed invigilators will be responsible for supervising GCSE examinations under the direction of the Examinations Officer. No experience is necessary as full training will be given, but applicants should have good communication skills and be able to adhere to strict guidelines as set out by the Examination Boards.

BCHS serves a diverse community and is working hard to contribute to the regeneration of the area, providing our young people with the aspiration



and ambition to continue in learning post-16. For an informal discussion and more details, please contact Mrs Aleesa Hussain, Examinations Officer, at the School, by emailing

AHussain528@bchs.co.uk

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Welcome from the Headteacher

Every member of staff receives bespoke CPD. We empower staff to take ownership of their career progression and we invest significantly in training, outreach work, nationally recognised leadership qualifications and research projects linked to the needs of our students and the school. Your wellbeing and professional development, in order to enhance your career, is a priority for us.

We continually monitor and pursue opportunities to manage workload effectively and promote a working environment that is supportive, enjoyable and positive for all. We are looking for a colleague who shares the clear vision that the child is at the heart of everything we do. One who can enjoy positive, professional relationships with young people and who demonstrates high levels of resilience and emotional intelligence. Every child is entitled to an outstanding education where they have excellent opportunities to achieve beyond their potential. We strive to develop the aspirations and values of every student and member of staff.

As a part of the Oak Learning Partnership, we are proud of what we have achieved so far and excited by the continuous improvements and changes here at Blackburn Central High School. This appointment will form a key element in the next phase on our journey. If you would like to join our excellent team, then we would like to hear more about you.

Visits to the school, prior to application, are both welcomed and encouraged. Please contact the school on **01254 505700** or by e-mailing **info@bchs.co.uk** to arrange an appointment.

I hope that when you have read the information enclosed, you will be encouraged to apply for this very important post. We look forward to receiving your application. Please visit our school website for further information. **www.bchs.co.uk**

Mrs Shanaz Hussain
Headteacher at Blackburn Central High School



Blackburn Central
High School



"Pupils are proud to attend this school. They have warm and trusting relationships with staff. Pupils appreciate the family atmosphere of the school, where everyone is equally valued."

Ofsted Report, December 2022.

Inclusion is at the
heart of our trust



Introduction to Our Trust

Dear Candidate,

Thank you for your interest in this post at Blackburn Central High School, part of Oak Learning Partnership.

Our trust is cross phase and consists of primary, special, and secondary schools. We have a vision to transform lives through a highly inclusive approach. 'Inclusion is at the heart of our trust'. Which means we are compassionately rigorous and support all of pupils to reach their full potential, we have unconditional positive regard, leave no one behind and everyone is welcome.

Our schools work closely with one another; they collaborate with purpose, support each other and share collective systems across both educational and business provisions. But it's also important to us that each school has their own identity and individuality. We make sure we focus on impact and ensure clarity and consistency from our leaders, always making sure common sense is at the heart of our decision making.

Our people matter; we understand that we can only achieve our vision by recruiting the right people and providing them with the support, training and time they need in order to allow them to flourish and be the best they can be. Whatever role an individual undertakes within our organisation, they are contributing to our collective aim of transforming lives. We invest heavily in our people ensuring they feel valued, and their well-being is always considered. We understand that if staff feel valued and if the impact they are having is recognised, they can perform at their best.

We are laying strong foundations for growing the Trust and have a clear vision, this role is a key part of our growth strategy and could be an excellent opportunity for the right candidate ready for their next step. We are a values driven organisation, are highly ambitious, passionate about doing things with integrity and have a healthy sense of humour.

If you want to make a difference to young people and join a trust at an exciting part of its journey, we would love to hear from you.

For further information about the trust please visit our website:
www.oaklp.co.uk

James F-Smith

James Franklin-Smith
CEO of Oak Learning Partnership

Oak 
Learning Partnership

oaklp.co.uk



"Diversity is not just tolerated at this school, it is celebrated. Pupils and staff have won national recognition for the work that they have done to promote inclusion."

Ofsted Report, December 2022.



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Salary: Grade B, SCP 3, £11.79 per hour

Hours: Casual

Closing Date: 9.00 am, Monday 4th November 2024

Interview Date: Thursday 7th November 2024

Job Description

Normal place of work: Blackburn Central High School, although you may be asked to contribute towards trust wide projects.

Normal working hours: Casual Zero Hours Contract.

Responsible to: Examinations Officer.

PURPOSE OF THE POST

- To work under the direction of the Examinations Officer and the Senior Leadership Team to provide specific support to the school in the monitoring of internal and external examinations.

DUTIES AND RESPONSIBILITIES

- Completing attendance registers.
- Dealing with extra candidates not on the registers
- Recording absent candidates.
- Checking seating plans
- Ensuring candidates have the correct papers.
- Reading of the starting script and any erratum notices.
- Ensuring that candidates adhere to the examination conditions at all times.
- Dealing with late arrivals.
- Dealing with emergencies such as candidates who become ill, fire alarm going off etc.
- Reporting any disruption/malpractice.
- Respond to any queries in accordance with exam regulations.
- Supervising the candidates in a quiet and unobtrusive manner.
- Closing the examination.
- Ensure exam conditions are maintained until the candidates are dismissed from the room.
- Check exam desks for any graffiti.
- Collecting scripts and any examination material.
- Tidying of exam room.
- Returning all scripts and materials to the Examinations Officer.
- Any other duties delegated by the Examinations Officer. Support to School
- Promote and safeguard the welfare of the students you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health & Safety, security, confidentiality and data protection, reporting any concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings/training as required.

Invigilator Person Specification



CRITERIA	Experience, Qualifications and Training: On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:	
ESSENTIAL	DESIRABLE	
<ul style="list-style-type: none"> • Good Literacy and Numeracy skills. • Effective written and oral skills. • Good communication skills. • Willing to undertake training for this role. 	<ul style="list-style-type: none"> • Previous experience of working in a school environment. 	
CRITERIA	Ability, Skills and Knowledge: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:	
ESSENTIAL		
<ul style="list-style-type: none"> • Accuracy and attention to detail. • Ability to follow instructions. • Ability to use own initiative. • Ability to work constructively as part of a team. • Ability to relate well to both students and staff. • Good planning and prioritising skills. • Methodical. • Professional yet friendly approach. • Adaptable to change. • Flexible in approach to work. • Reliable and punctual. • Ability to remain calm under pressure or when unexpected circumstances arise. 		



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Aspire and achieve

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