



Co-op Academy  
Grange

# Exam Invigilator (Casual) Candidate Pack

October 2024

## Welcome

Dear Applicant,

Thank you for showing interest in our academy and our Trust.

Our vision at Coop Academy Grange is that *'We make 'Grange Great' by accelerating the development of our children towards their potential in everything we do.'* This vision drives all of the decisions that we make and all of the work that we do day in and day out for our community.

We are an incredibly diverse school with multiple languages spoken by our students, families and staff. We feel that we do reflect the community that we serve and we are passionate about delivering an inclusive school for our students, both within the curricular lessons as well as the experiences that we offer outside of this.

We are an academy on a journey and if you feel that you want to join us on our journey then I would invite you to explore the information within our pack and on our website to get a true understanding of Coop Academy Grange.

If you feel you want to be a part of our journey and can bring the passion and drive needed to really support our students to become the best they can be, then please contact us to arrange a visit or discuss our vacancy.

I look forward to hearing from you as you embark on your journey with us towards delivering the excellent education that our community deserves.

Best wishes,

Sam Moncaster | Headteacher



# Our Co-op Academies Trust

Dear Applicant,

Thank you for showing interest in our academy and our Trust.

The Co-op Academies Trust is a multi-academy trust operating across three hubs: Greater Manchester; West Yorkshire; and Staffordshire and Merseyside. We currently have 33 schools across the regions including secondary, primary and special schools plus a sixth form college. This makes us one of the most diverse multi-academy trusts in England.

The Co-op Academies Trust is governed by a very experienced Trust board consisting of senior members within education and business; about half the members work in senior leadership positions within all areas of the Co-op. Our Trust has a commitment to deliver a three-year strategic plan, developed in 2022, which gives a strong direction of outcomes needed in all areas, community impact and a moral code of practice for all members of Co-op Academies Trust to adhere to.

All our academy governing councils have a Chair of Governors from the Co-op as well as two to four Sponsor Governors. Each hub is led by a Regional Director - a proven leader of schools and an outstanding practitioner with a track record of improvement in education.

Within our leadership team, we have a National Leaders of Education (NLE) and a former NLE. We have a well-developed school improvement offer, including access to 18 different specialist directors. We have the full support of the Co-op who offer a range of services to all our academies, including enrichment opportunities, seconded staff, resources and expertise in the areas of education that overlap with commerce.

Most of our academies have a history of being in very difficult circumstances with many of them serving deprived communities. As well as bespoke individual plans to support academies, we offer school improvement strategies across the Trust that includes school-to-school support, links to external sources of expertise and internal directors. We want the very best for our academies and the diverse communities we serve, with the highest of ambition and aspiration for all students.

Throughout all of our academies you will clearly see our strong core vision and values called the Ways of Being, giving the Trust an ethical code that every stakeholder buys into and engages with.

Good luck with your application and thank you for considering Co-op Academies Trust as the next stage in your career.

Best wishes,

Dr Chris Tomlinson | Chief Executive Officer

## Our Values

Co-op Academies Trust is committed to the values shared by co-operatives everywhere:

Self-help – we support learners, parents, carers and staff to help themselves

Self-responsibility – we encourage learners, parents, carers and staff to take responsibility for, and answer to their actions

Democracy – we give our learners, parents, carers and staff a say in the way we run our schools

Equality – we believe that the voice of each individual should be heard

Equity – we run our schools in a way that is fair and unbiased

Solidarity – we share interests and common purposes with our learners, parents, carers and staff, and with other schools in the communities we serve

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We strive to demonstrate the following ethical values in everything we do:

Openness – we believe in being open with colleagues in our schools and beyond, children and their families, sharing information and ideas to raise standards and life chances

Honesty – we act in a professional and respectful manner in our dealings with everyone

Social responsibility – we maximise our impact on the people in our communities while minimising our footprint on the world

Caring for others – we treat everyone as we wish to be treated ourselves, understanding that children only have one childhood

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We use our simple 'Ways of Being Co-op' to demonstrate our values:

- Do what matters most
- Be yourself, always
- Show you care
- Succeed together

## Job Description and Person Specification

# Exam Invigilator (Casual)

Salary / grade range	Level 3, SCP 7 (£12.59 per hour + holiday pay)
Location	Co-op Academy Grange
Reports to	Data Manager

### Purpose of role:

- Oversee and supervise internal and external examinations and assessments.
- Ensure that the academy complies with all the necessary exam board and Joint Council for Qualifications (JCQ) regulations.

### Key accountabilities (and specific duties / responsibilities):

- Assist in the setting up and checking of the examination room prior to the arrival of candidates, ensuring candidates have all necessary material to enable them to complete the examination
- Check that no display materials that might be helpful to candidates are visible
- Ensure a reliable clock of reasonable size is visible to each candidate
- Ensure a calm environment which gives students the best possible opportunity to be successful in their exams
- Be aware of, follow, and enforce exam procedures and regulations; including announcements/communications to candidates
- Ensure all candidates receive the correct exam question and answer papers
- Be aware of any needs a candidate may have during an exam, and respond appropriately and in line with exam guidelines
- Consult with the Exams Officer or Senior Invigilator regarding any candidate issues
- Know the actions to be taken in the event of an emergency such as a fire alarm or lockdown alert
- Ensure inappropriate items are not brought into the exam room
- Ensure candidates are aware they are under exam conditions throughout the exam session
- Record the start and finish times of the exam, ensuring efficient time keeping is maintained
- Complete the attendance register
- Supervise candidates within the exam room and any candidate who may need to leave the room

during the session

- Ensure answer scripts are collected in candidate number order, not left unattended, and are safely stored, adhering to the Trust's GDPR guidance and JCQ regulations
- Ensure all exam materials are returned to Exams Office once the exam is completed
- Report any incidents, irregularities or suspected malpractice to the Exams Officer
- Maintain confidentiality in all matters relating to exams, questions, paper content, candidate information and staff information
- Be aware of, and comply with, the policies and procedures relating to safeguarding
- Attend training/refresher or review sessions as required
- Assist in other duties as may reasonably be requested by the academy from time to time

Personal attributes required (based on job description):

Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T)  <i>A, should be a bare minimum to ensure that the applicant is good enough to be invited to an interview. A,I &amp; T to be reviewed</i>
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• Good numeracy and literacy skills</li> </ul>	E	A/I
<b>Experience</b> <ul style="list-style-type: none"> <li>• Prior experience would be advantageous however training will be provided</li> </ul>	D	I
<b>Skills, Ability, Knowledge</b> <ul style="list-style-type: none"> <li>• Verbal and written communication skills</li> <li>• Ability to work constructively as part of a team</li> <li>• Ability to relate well to students and adults</li> </ul>	E E	A/I A/I A/I

<ul style="list-style-type: none"> <li>● Methodical with good attention to detail</li> <li>● Be aware of and comply with the policies and procedures relating to safeguarding</li> </ul>	E E E	A/I A/I A/I
<b>Personal Qualities</b> <ul style="list-style-type: none"> <li>● Flexible approach</li> <li>● Excellent time keeping</li> <li>● Professional approach</li> <li>● Responsible and accountable</li> </ul>	E E E E	A/I A/I I A/I

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used under which the detailed routines are assumed to be included in the job description.

Staff should not refuse to undertake work, which is not specified on this form, but they should record what they consider to be additional duties they are required to perform, and these will be taken into account when the post is reviewed.

## How to apply

Please apply via TES: <https://www.tes.com/jobs/vacancy/exam-invigilator-bradford-2130156>

For an informal chat about the role and the academy, and/or to arrange a visit, please contact Human Resources at [recruitmentsg@coopacademies.co.uk](mailto:recruitmentsg@coopacademies.co.uk) in the first instance.

The closing date for applications is: **Friday 22nd November 2024 at 9am.**

## Interview timetable

Interviews will take place on: **Week commencing 25th November 2024.**

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*This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.*

#### What we offer:

- Excellent opportunities for personal and career development within the Co-op Academies Trust;
- Employee benefits such as retail discounts, reduced gym membership, cycle to work scheme and much more;
- Free access to a confidential 24/7 Employee Assistance Programme;
- Effective, supportive and dynamic leadership;
- A superb, school building with a flexible and creative ICT rich working environment;
- A welcoming, friendly, supportive, effective and efficient professional/Continuing professional development.

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Co-op Academy Grange,  
Haycliffe Lane, Bradford, BD5 9ET

[grange.coopacademies.co.uk](http://grange.coopacademies.co.uk)

Telephone: 01274 779662

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