



**Truro and Penwith  
Academy Trust**

## Vacancy Information Pack

<b>School Name:</b>	Hayle Academy
<b>Job Title:</b>	Exam Invigilator

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## Hayle Academy

<b>Job Title:</b>	Exam Invigilator
<b>Pay Point / Pay Range:</b>	TPAT Point 2
<b>Full Time Equivalent Annual Salary:</b>	£11.54 per hour
<b>Actual Annual Salary for this Role:</b>	
<b>Contract Type:</b>	Casual
<b>Hours Per Week / Weeks Per Year</b>	The hours required per day vary depending on the Exam Timetable each period. Typically there are Morning and/or Afternoon Exams.  You will need to be available during the examination periods in November, February, March, May and June on days agreed in advance.
<b>Closing Date:</b>	Open advert
<b>Proposed Shortlisting Date:</b>	
<b>Proposed Interview Date:</b>	To be confirmed

Hayle Academy is looking for Invigilators, Readers and Scribes to join the existing Exams Team, to assist with our examinations and internal assessments held throughout the year. You will need to be available during the examination periods in November, February, March, May and June, on days agreed in advance. The hours required per day vary depending on the Exam Timetable each period. Typically there are Morning and/or Afternoon Exams. You might be required for only morning or afternoon or alternatively for both on a given day with a break between Exams. You will also be required to attend an annual training session.

Candidates should be friendly, punctual, professional, reliable and organised, and have excellent communication skills. Previous experience of working with children would be an advantage, however training will be provided.

Duties will include:-

- 1) Assisting in the setting up of the examination room.

- 2) Helping in the opening and distribution of question papers and other authorised materials to candidates.
- 3) Supervising the orderly entry of students into the exam room and ensuring that they are correctly identified and seated according to the seating plan.
- 4) Starting and ending examinations according to the regulations and ensuring that the examination regulations are observed throughout the exam.
- 5) Taking responsibility for a group of candidates when in the exam room.
- 6) Collecting exam scripts and arranging in candidate number order.
- 7) Maintaining security and confidentiality.

Further information is available by email or telephone from Farrah Fulton, Exams & Data Manager: [ffulton@hayle.tpacademytrust.org](mailto:ffulton@hayle.tpacademytrust.org) 01736 753009.

Hayle Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This post is subject to an enhanced DBS check.

Please indicate on your application form each role/s (Invigilator, Reader or Scribe) you are interested in.

**Apply by email with your completed application form, Equal Opportunities Form and Self Declaration Form, to: [adaddow@hayle.tpacademytrust.org](mailto:adaddow@hayle.tpacademytrust.org) or by post to:** Miss Andrea Daddow, Hayle Academy, 3 Highlanes, Hayle, Cornwall, TR27 4DN

To find out more about [insert school name], please visit:	<a href="http://www.hayleacademy.net">www.hayleacademy.net</a>
To discuss this position please contact Miss Farrah Fulton:	Email – <a href="mailto:ffulton@hayle.tpacademytrust.org">ffulton@hayle.tpacademytrust.org</a> Telephone – 01736 753009
Application packs can be downloaded from:	<a href="http://www.tpacademytrust.org/web/application_pack/604811">www.tpacademytrust.org/web/application_pack/604811</a>
Please email your completed application form and equality & diversity monitoring form by the closing date to:	<a href="mailto:Adaddow@hayle.tpacademytrust.org">Adaddow@hayle.tpacademytrust.org</a>

Please note that successful candidates will be informed via email.

*The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, workers, volunteers, governors and trustees to share this commitment. All successful applicants will be subject to appropriate pre-employment checks and will be required to complete a Disclosure and Barring Service (DBS) Enhanced Check, a Safeguarding Self-Declaration Form and satisfactory online searches undertaken.*

## School Information for Applicants

<b>School Address:</b>	3 Highlanes, Hayle, Cornwall, TR27 4DN
<b>School Telephone Number:</b>	01736 753009
<b>School Email Address:</b>	<a href="mailto:Adaddow@hayle.tpacademytrust.org">Adaddow@hayle.tpacademytrust.org</a>
<b>Name of Headteacher:</b>	Mrs Melissa Lock
<b>Website Address:</b>	<a href="http://www.hayleacademy.net">www.hayleacademy.net</a>

## Welcome to Our School

This information pack will provide you with an insight into our school and offer some practical information which will be of use to you as a prospective member of our school community.

Hayle Academy currently has 507 11-16 students on roll. In its most recent Ofsted (April 2022), the School was rated as Good. Our vision is to create a unique, outstanding, vibrant learning community; a place of learning excellence for everyone.

Our School enjoys working collaboratively with our partner schools within Truro and Penwith Academy Trust.

We welcome visitors as this is the best way to see our lovely school, experience our creative and captivating curriculum and meet our motivated and engaged children. Please phone the school telephone number provided if you would like to arrange to look around.

## General Background

Hayle Academy is located in a beautiful corner of West Cornwall. Easily accessed from the A30, the town of Hayle along with its famous three miles of golden sands boast great amenities, some of the most popular beaches in Cornwall, and affords a great quality of life.

## Class Organisation

For more details about our class organisation, please see our website [www.hayleacademy.net](http://www.hayleacademy.net)

## Staff Organisation

For more details about our staff organisation, please see our website [www.hayleacademy.net](http://www.hayleacademy.net)

## Our Curriculum

For more details about our curriculum, please see our website [www.hayleacademy.net](http://www.hayleacademy.net)

## Safeguarding

TPAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff, workers, volunteers, governors and trustees to share this commitment.

Shortlisted candidates will be required to complete a Safeguarding Self-Declaration Form as part of their application. We will also carry out online searches as part of our due diligence on the shortlisted candidates, as updated in the Keeping Children Safe in Education recommendations. This may help identify any incidents or issues that have happened, and are publicly available online, which the School or Trust might want to explore with the candidate at interview.

Successful candidates will be required to complete a Disclosure and Barring Service (DBS) application and Health Assessment form as part of their pre-employment administration. By virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, Section 4(2) of the Rehabilitation of Offenders Act does not apply to this application as the post involves substantial opportunity of access to children. This means that you may not withhold information about previous convictions, cautions, reprimands bind-overs or warnings on the grounds that it is otherwise 'spent'. All criminal convictions must be declared. Failure to do so may result in your application being disqualified or, if discovered after appointment, may be regarded as grounds for dismissal.

## Application Information

We hope that you find this pack provides all of the information you need in order to consider your application for the post. Should you have any questions or matters you would like to discuss informally, or to arrange a visit, please contact:

Contact Name:	Miss Farrah Fulton
Contact Email Address:	<a href="mailto:Fulton@hayle.tpacademytrust.org">Fulton@hayle.tpacademytrust.org</a>
Contact Telephone Number:	01736 753009

Please note that CVs will not be accepted.

Application packs can be downloaded from: [www.tpacademytrust.org/web/application\\_pack/604811](http://www.tpacademytrust.org/web/application_pack/604811)

Closing Date:	Open advert
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Completed applications must be returned to the email address above and be received by 12 Midnight on the closing date provided.

Interview Date(s):	To be confirmed
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To ensure the fairness of the selection process, shortlisting will be based upon information which you provide in your application, and assumptions will not be made about your experience or skills. We will look for demonstrable evidence that you meet the criteria set out in the person specification.

If we have not contacted you within 14 days of the closing date, it is unlikely that you have been shortlisted on this occasion. Many thanks for your interest in this post.