



OAKBANK SCHOOL

RECRUITMENT PACK

Proud to be part of the
GREENSHAW
LEARNING TRUST

Hyde End Lane,
Ryeish Green,
Reading, RG7 1ER



Telephone: 01189 883616

Dear candidate

Thank you for your interest in the role of Exam Invigilator at Oakbank School. We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

Oakbank School is committed to a journey of transformation, where staff, students and parents are determined to improve the quality and experience of education for its community. We believe that every child deserves to not only access the full curriculum, but should thrive in their curriculums, developing academically, personally and holistically as a result of passionate and adaptive teaching, resulting in committed learning that secures successful outcomes. Our current phase of school improvement features our entire team working together at pace to offer greater stability, more innovation and creativity. The aim is for greater consistency for all students, enabling them to manage their learning and themselves more effectively.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently have schools across South London, Berkshire, Surrey, Gloucestershire and South Gloucestershire, and Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We strive to be an inclusive and diverse employer and we encourage applications from underrepresented demographics. We recognise the need to achieve a good work-life balance and encourage discussions regarding flexible working across our schools and Shared Service teams. We aim to create the conditions under which our colleagues are able to thrive and to deliver exceptional work for the young people and communities which we serve. To get a feel of life at Greenshaw Learning Trust, please download our 'Why you should work for GLT' recruitment brochure on our jobs portal.

Oakbank 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.

The school website provides a clear picture of our aspirations and our vision: however, please do not hesitate to contact us to seek further information from our School HR Manager, Tara Jeffrey. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

To ensure that we continue and strengthen the trajectory of rapid improvement, we are keen to attract exceptional colleagues to join the staff community to realise the potential which Oakbank clearly has. We are keen to attract the right calibre of professional to work alongside our dedicated team of staff; a colleague who shares our vision and commitment to a knowledge-rich curriculum and a traditional approach to teaching, behaviour and culture, influenced by Lemov's Teach Like A Champion and Tom Bennett. We believe that schools must teach powerful knowledge, 'the best that has been thought and said' and an 'entitlement curriculum' for all,

with an underpinning philosophy that 'education for all should confer the benefits associated with education for the rich' (Michael Young).

With careful curriculum design, spaced retrieval practice, detailed assessment and achieving mastery in small steps, rates of progress can increase greatly. We believe in explicit instruction and have been greatly influenced by Lemov's 'Teach Like A Champion', Rosenshine and recent developments in cognitive science. Excellent teaching must sit alongside a carefully considered and sequenced curriculum, implemented successfully and consistently through a culture of deliberate practice and instructional coaching.

We have recently launched the Oakbank Behaviour Curriculum, where behaviour expectations and routines are explicitly taught and deliberately practised. The creation of an academic culture that is warm and strict, disciplined and joyful, where there is 'purpose not power', ensuring impeccable behaviour, where teachers can focus on teaching and pupils can focus on learning, underpins everything.

There is relentless consistency with the implementation of the behaviour policy in every classroom, and overcommunication of the 'why' to all stakeholders, to help ensure impeccable behaviour. The ideal candidate will be fully aligned to our vision and be an experienced and outstanding classroom practitioner with a track record of strong outcomes and in supporting the development of other colleagues. We are seeking someone who can w

The key aspects of this role are leading and overseeing the academy's behaviour management procedures, setting high expectations for student conduct, and implementing strategies to promote a positive and safe learning environment. This includes managing rewards and sanctions systems and working with the Headteacher to ensure the academy's behaviour policy is consistently and fairly applied across the school.

Yours sincerely



Robert Gerrard, Headteacher

ABOUT OUR SCHOOL

At Oakbank School, we have built our ethos on a strong set of core values which underpin everything that we do. Our aim is to give students at Oakbank School a better chance of success than if they attended any other school in the country.

Our mission

An ambitious school in which students are provided with exceptional opportunities that equip them with the skills, knowledge, and personal attributes to thrive in school, and beyond.

Our values

Our core values permeate all that we do. In our achievement-orientated culture, teaching and learning is our highest priority. We want our students to be healthy and have a great life. We are deeply committed to opening the hearts and minds of our future-focused young people.

Our core values are 'work hard, be kind'.

TERMS AND CONDITIONS

CONTRACT

Permanent

SALARY

Salary calculated in line with NJC pay scale Grade C, point 3, £24,796 per annum FTE (£12.85 per hour plus holiday allowance). Starting salary and pay points will be aligned with relevant regional NJC spine on appointment, dependent on the location of the posthold.

HOURS OF WORK

Zero Hours per week, availability is required from 8.15am for morning exams and until 16.00pm for afternoon exams. Exams take place at various times throughout the school year, particularly during November/December, January, March, May, June and July. Prior notice of dates is given in advance

PLACE OF WORK

Oakbank School, Hyde End Lane, Ryeish Green, Reading, RG7 1ER.

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 Teachers' Pension Scheme or a Personal Pension Scheme.

GLT will recognise continuous local government service for redundancy purposes in line with the Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Order 1999

HOLIDAY ENTITLEMENT

Subject to Working Time provisions of the School Teachers Pay and Conditions Document your holidays coincide with periods of school closure.

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:	Exam Invigilator
Responsible to:	Data and Exams Manager

ROLE OVERVIEW

Our team of dedicated exam invigilators help to ensure the smooth running of the exam and mock seasons for our GCSE students. This is a crucial role in ensuring that all our students have the best chance of success and can succeed in all exams.

The successful candidate will:

- To supervise individuals and/or groups of students undertaking school examinations in accordance with the legal and school requirements
- Have the flexibility to provide invigilating support around specific exam dates
- Undertaking any training enabling you to fulfil your role and duties

MAIN DUTIES AND RESPONSIBILITIES

- To assist the Examinations Officer in the smooth and efficient administration, setting up and running of examinations
- Closely following and enforcing the school and exam board procedures and regulations, including being familiar with the 'Instructions for the Conduct of Examinations' as provided by the Examinations Boards
- To support candidates on a 1-1 basis who requires assistance e.g scribing
- Assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues
- Ensuring candidates do not talk once inside examination venues
- Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with procedure
- Checking attendance during examinations
- Recording details of late arrivals and early leavers and collecting scripts from early leavers
- Escorting candidates from venues during the examination as required and supervising candidates whilst outside examination venues
- Escorting candidates on toilet breaks ensuring no unauthorised material is consulted and that examination regulations are observed at all times
- To ensure that any minor behaviour issues are dealt with in line with school policy and that any breaches of Examination Code of Conduct are reported to the Examinations Officer immediately
- Collecting, collating and assisting with the packing of examination papers, stationery and equipment prior to the examinations and delivering scripts at the end of the examination in accordance with strict procedures
- Supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner
- To be available for additional Invigilating Training Meetings

STAFF DEVELOPMENT

- To continue personal development in the relevant areas, including subject knowledge and teaching methods.
- To engage actively in the Performance Management process.
- To participate in whole school professional learning programmes.
- To take part in the staff development programme by participating in arrangements for further training and professional development.

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.

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
Qualifications and training: On their application form, candidates will demonstrate that they have the following training, qualifications, and school experience:		
Hold at least 5 GCSE's or equivalent, which must include at least a Grade C/4 in Maths and English	x	
Previous exam invigilating experience within a school environment		x
Previous experience of working with children in an educational setting		x
Successful experience of working within a secondary school		x
Knowledge of 'Instructions for the Conduct of Examinations'		x
Good behavioural management		x
Skills and Experience		
Able to demonstrate a commitment to school improvement and raising achievement for all students	x	
Able to follow processes	x	
Previous administrative experience demonstrating strong organisational skills	x	
Excellent problem solving, communication and organisational skills	x	
Ability to maintain confidentiality and deal sensitively with related issues/individuals with tact, diplomacy and discretion	x	
Ability to work quickly, methodically and accurately under pressure and act flexibly to support others and respond to unplanned situations	x	
Good interpersonal skills and an ability to develop and maintain effective working relationships with colleagues and students	x	
Able to work under pressure and work to deadlines	x	
Have the flexibility to undertake any role requested by the Examination/Data Officer	x	
Willingness to support students on a 1:1 basis		x
Personal Attributes: In their statement of suitability and during the selection process, candidates will demonstrate that they can meet the following requirements		

High levels of professional integrity, energy and enthusiasm	x	
Flexible and responsive to change	x	
Be dependable, able to follow instruction and respond to management directions	x	
Have the ability and willingness upon occasion to carry out some manual lifting of examination stationery	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 Wednesday 6th May 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 on **TO BE CONFIRMED** 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



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