



STANLEY HIGH SCHOOL RECRUITMENT PACK

Southport
Learning
Trust



EXAM INVIGILATOR

ABOUT US

Welcome to Stanley High School, part of the Southport Learning Trust.

We are a values-led school. Our mission is to ensure that every Stanley High School student is given the best opportunity and support to realise their full potential and develop those skills and qualities needed to make good choices and go on to lead happy and successful lives.

Everything we do here is guided by our school motto 'Success for All' and underpinned by our key values of **Aspire, Challenge, Excel**. We are ambitious for our students and want them to present themselves proudly and confidently. We also encourage them to challenge themselves and be determined to succeed. This is so they can excel by being well-rounded, caring and respectful young adults who know how to get the best out of themselves and others they encounter.

Staff here understand the importance of creating a school culture that is friendly and supportive, and which fosters a sense of ambition while celebrating the achievement of all. We aim to nurture in all students a lifelong love of learning and an understanding that everyone can fulfil their ambitions regardless of how wide the gap between starting points and desired destinations may seem. The successful candidate will play an active role in realising this by modelling and upholding high expectations and high standards at all times.

On a day-to-day basis, we are committed to providing excellent teaching, a broad curriculum and wonderful pastoral care for each individual student. We understand that our staff are our best resource, and we are committed to investing in them and their professional development to ensure that our students have the best experience we can offer. Staff here are specialists in their areas and are further developed through bespoke CPD opportunities as well as access to professional training programmes and qualifications.

Student experience is also prioritised outside of the classroom. At Stanley, we have a variety of extra and co-curricular events and activities that take place regularly throughout the year and staff are always willing to go the extra mile to put on trips, clubs and shows aimed at supporting, stretching and challenging students in their thinking. Our sporting prowess in particular knows no bounds and our students are as dedicated to us in their representation in matches against other schools as we are to them each day.

If successful, you will be joining the Southport Learning Trust; a family of eight schools which includes six secondary schools and two primary schools in the locality where you would gain support from a wider group of senior leaders. Schools in our Trust include Birkdale High School, Bedford Primary School, Greenbank High School, Kew Woods Primary School, Maghull High School, Meols Cop High School, Range High School and, of course, Stanley High School. Being part of a Trust will give you the opportunity to share and be involved in developing practice across multiple schools. You would benefit from an excellent Employee Assistance Programme and a commitment to your well-being and professional development.

Interested applicants are strongly encouraged to visit us, meet our team and most importantly, meet our fabulous students. To organise a tour ahead of application, please contact PA to the Headteacher, **Joely Harper** on jharper@stanleyhigh.co.uk

Nicki Gregg
Headteacher





APPLICATIONS

CONTRACT: TEMPORARY CASUAL PART TIME BASIS

SALARY: £12.60 PER HOUR WITH AN ENHANCEMENT TO COVER HOLIDAY PAY

CLOSING DATE: Monday 3rd November 2025

INTERVIEW DATE: Friday 14th November 2025

START DATE: NOVEMBER

PLEASE SEND APPLICATIONS TO: RECRUITMENT@STANLEYHIGH.CO.UK

CVs will not be considered

Enclosed in this pack is:

The job description and person specification for the role. Please use these to complete the application form for this post, setting out how you meet the criteria of the post. Please ensure that you complete the application form fully and do not leave any gaps in your career history.

An equal opportunity monitoring form which is enclosed with the application form. Please note the information on this form is used for monitoring purposes only and will not be seen by the shortlisting panel.

Our Recruitment Privacy Notice can be found on the school website, which sets out how we will gather, process and hold personal data of individuals as part of this recruitment process. If you are not shortlisted or appointed, then your information will only be retained by us for 6 months from the shortlisting date.

Stanley High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be requested to undertake an Enhanced Disclosure and Barring Service check. At least one member of our recruitment team for this post is Safer Recruitment trained and we adhere to Southport Learning Trust's Recruitment and Selection Policy for Employees and Volunteers.

We are proud to have an organisational culture where employees with varying perspectives, skills, life experiences and backgrounds – the best and brightest minds – can work together to achieve excellence and realise individual and organisational potential.

PERSON SPECIFICATION

	Essential	Desirable
Experience: • Able to work unsupervised Ability to work as part of a team. • Previous experience of working as an invigilator in an educational setting • Experience of working within a school setting. • Experience of working with young people.	* * * *	
Personal Qualities: • Excellent communication skills. • Capacity to work well under pressure. • Self-motivated Excellent time management skills • Punctual and available to work at short notice • A sense of humor with an optimistic outlook	* * * * *	

JOB DESCRIPTION

We are committed to promoting the safeguarding and welfare of children and young people and expect staff all staff and volunteers to share this commitment.

Job Purpose:	• To assist the smooth running of mock and external examinations.
Main Duties:	• Assist in the setting up of exam rooms. • Ensure no inappropriate items are brought into the exam room, such as personal stereos, revision notes or other paper work unless told otherwise. • Ensure candidates obey the regulations of an exam room as laid out in the exam guidelines. • Ensure candidates are aware of any pre-exam start information and of any erratum notice which may affect them. • Ensure all candidates receive appropriate exam question and answer papers. • Be aware of any needs that candidates may have during an exam. • Ensure all candidates are seated before opening exam question papers. • Ensures no talking or disruptive behaviour for the candidates once an exam has begun. • Exam conditions apply as soon as candidates enter the exam room. • Ensure answer scripts are collected in candidate number order and are supervised as required until they are secure. • All centre paper work is completed as instructed. • Record attendance on official exam registers. • Maintain security and confidentiality of exam papers at all times.
Health & Safety:	All staff are responsible for the implementation of the Health and Safety Policy so far as it affects them, colleagues and others who may be affected by their work.
General:	Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

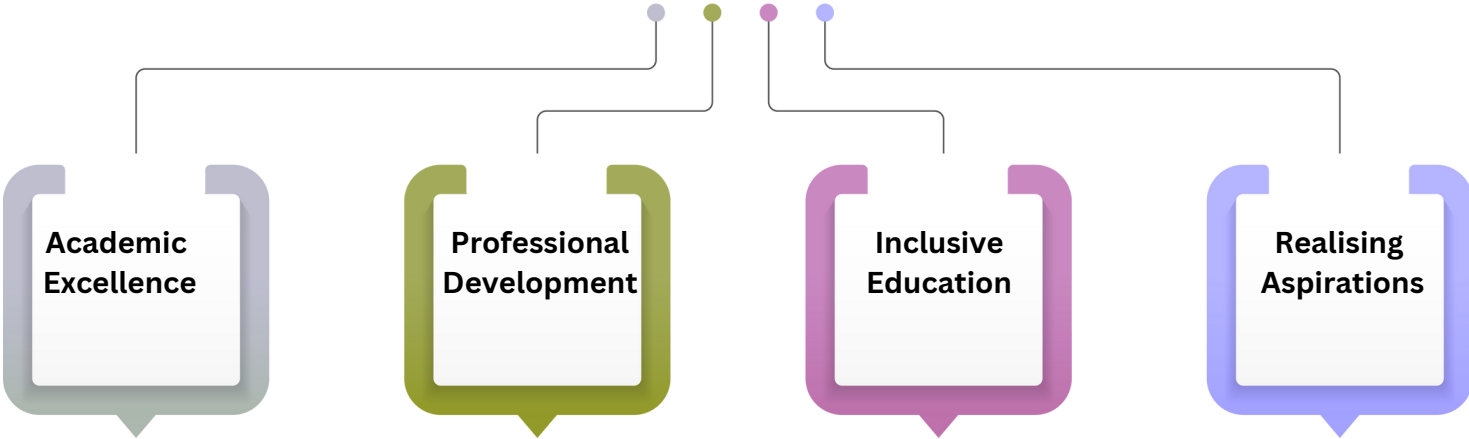
WHY JOIN SOUTHPORT LEARNING TRUST?

Southport Learning Trust is an inspirational multi academy trust that stands at the forefront of educational excellence and community engagement. Southport Learning Trust is one of the largest employers in Southport and surrounding areas thanks to our collaboration of schools which include *Birkdale High, Greenbank High, Meols Cop High, Range High School, Stanley High, Maghull High, Kew Woods Primary and Bedford Primary School.*



Each of our schools are unique beacons of aspiration in their communities, our connectivity as a Trust makes us even stronger.

The trust is the heartbeat of the local community and its network spans over 6,700 pupils and over 800 employees. Southport Learning Trust is built on its four pillars which enables students to have access to the highest quality of education.



Focus directly on school improvement. We are aware of the exceptional practitioners we have in the schools across the Trust. Utilising an Implementation plan focus we will liberate colleagues to prioritise collaboration as a catalyst to sustainable improvement.

‘Professional Improvement is school improvement’. Creating cultures across our family of schools in which professional development is central, will ensure that we are investing in the area that research tells us has the biggest impact on student progress.

Our family of schools are all committed to inclusive education that is ambitious for all. We are driven to remove all barriers for our children and ensure they have equity in access to all areas of our curriculums and wider school life.

Committed to not only raising the aspirations of our students but importantly ensuring those aspirations are realised. Working in true partnership with our communities we will ensure our students are visionary thinkers, ambitious innovators and pioneers of the future.



EMPOWERING OUR COMMUNITIES TO POSITIVELY IMPACT THE WORLD



WHY SOUTHPORT?

- Beautiful coastline:** Sandy beaches and long promenade provide plenty of opportunities for relaxation and outdoor activities.
- Affordable Property:** Compared to larger nearby cities, Southport offers more affordable property prices.
- Victorian Architecture:** The town boasts a wealth of historic buildings, giving it a unique charm and character.
- Green Spaces:** Southport is home to a number of beautiful parks and gardens, including the Botanic Gardens and Victoria Park.
- Proximity to major cities:** easy access to nearby cities such as Liverpool and Manchester, making it convenient for work or more urban entertainment.
- Health & Wellbeing:** The coastal environment is often associated with a better quality of life, including fresher air, lower stress levels, and opportunities for outdoor fitness activities. The beach, parks, and overall tranquil setting contribute to a healthier lifestyle.
- Community:** The town has a strong sense of community, with various events and festivals throughout the year, such as the Southport Flower Show and Air Show. It's a family-friendly place with good schools and activities for children.



EMPOWERING OUR COMMUNITIES TO POSITIVELY
IMPACT THE WORLD

EMPLOYEE BENEFITS INCLUDE:

Continuous Professional Development and Learning:

At Southport Learning Trust, continuous professional development (CPD) and learning are integral to enhancing a culture of growth and excellence. We will support your career aspirations and support you to thrive in your role.

Generous Pension:

Employees benefit from a generous pension scheme, with Southport Learning Trust offering a competitive contribution, ensuring that staff are well-supported in planning for their retirement. We are part of the Teachers' Pension Scheme for teaching staff and Merseyside Pension Fund for support staff.

Cycle to work scheme:

At Southport Learning Trust, the Cycle to Work Scheme offers employees a fantastic opportunity to promote healthier lifestyles while saving money. Through the scheme, staff can purchase a bike and cycling equipment tax-free, making it more affordable to commute to work sustainably.

Collaborative Working:

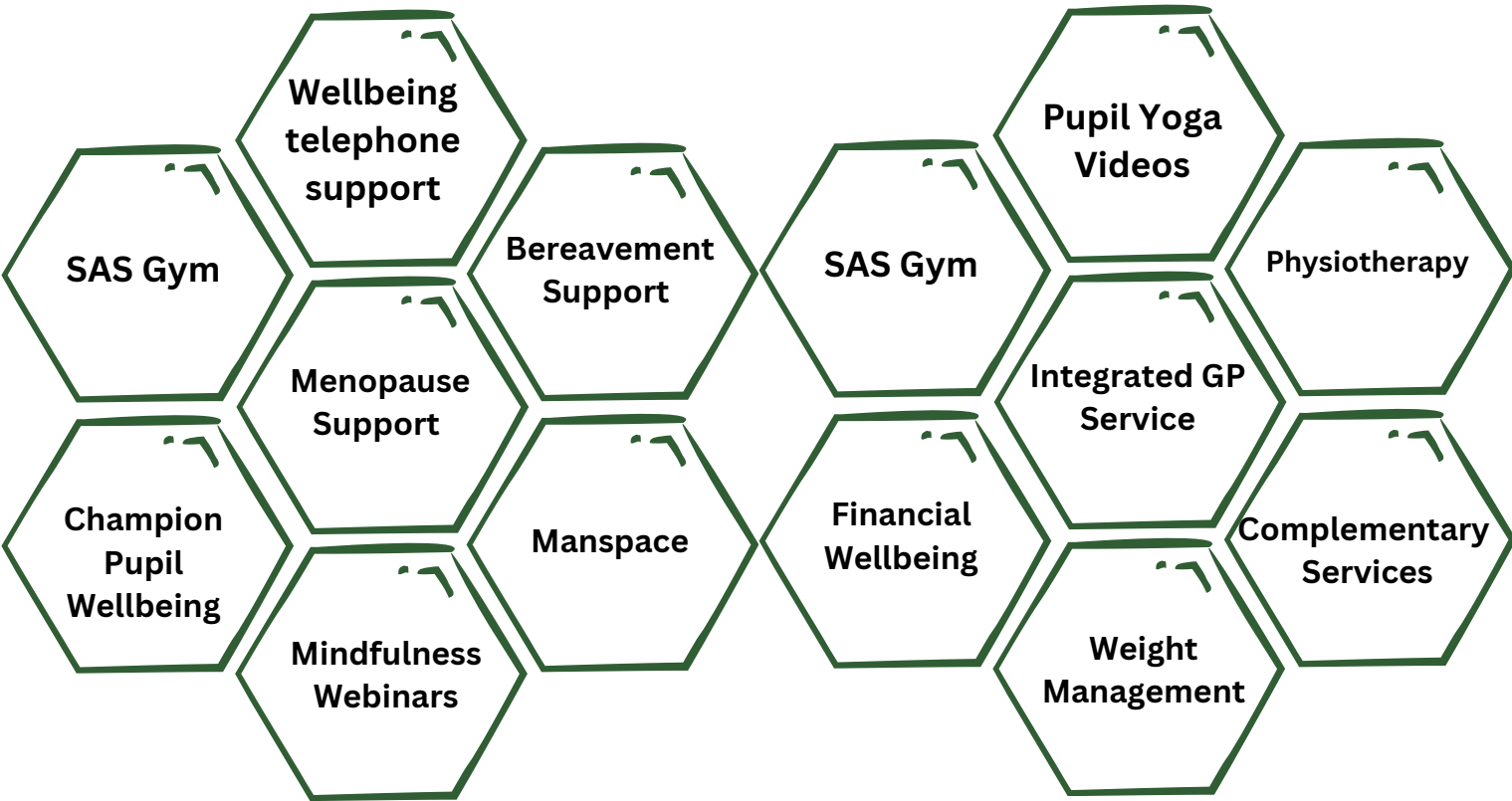
Collaborative working is at the heart of its culture, offering employees the opportunity to thrive in a supportive, team-oriented environment. By working together across schools and departments, staff can share expertise, best practices, and innovative ideas, enhancing both personal and professional development.



School Wellbeing

LEARN MORE

As a trust, we buy in an employee assistance programme 'School Wellbeing' (SAS). This programme gives all employees access to an array of wellbeing support, which includes





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www.stanleyhigh.co.uk



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