



Barnwood Park



**BARNWOOD
PARK SCHOOL**

RECRUITMENT PACK



Proud to be part of the

**GREENSHAW
LEARNING TRUST**

Barnwood Park School
St Lawrence Road,
Barnwood
Gloucester
GL4 3QU

Telephone: 01452 530389

Email: admin@barnwoodpark.co.uk



Dear Candidate

Thank you for your interest in the role of Exam Invigilator at Barnwood Park 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.

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.

Barnwood Park 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, Miranda Hird:

MHird@barnwoodpark.co.uk We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.



Yours sincerely

Stephen Derry, Headteacher

ABOUT OUR SCHOOL

Barnwood Park is an 11–16 school situated in the heart of Gloucester. Since June 2024, we have been on an ambitious journey of rapid improvement, supported by the expertise and guidance of the Greenshaw Learning Trust. Officially joining the Trust on January 1, 2025, we are seeking passionate individuals to help us continue transforming Barnwood Park into one of the highest-performing schools in the country.

At Barnwood Park, we believe there is no limit to what students can achieve under the right conditions. Our mission is to equip every child with the knowledge, skills, and confidence to access opportunities at the very best universities, apprenticeships, and professions. High standards are non-negotiable at Barnwood Park—whether in work ethic, behaviour, or uniform. Step into our school, and you'll find disruption-free classrooms, impeccable uniforms, polite and respectful students, and warm, energetic teachers.

We celebrate and reward effort and achievement, fostering a sense of pride in our students' work, themselves, and their school. Student voice is central to our ethos, empowering every individual to contribute to the vibrant life of the school and develop as responsible, confident members of the community.

Our dedicated staff are committed to inspiring and challenging students through high-quality teaching and learning. With a well-balanced curriculum that maximizes opportunities for success, we ensure every child, regardless of their starting point or background, can thrive.

At Barnwood Park, 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 Barnwood Park a better chance of success than if they attended any other school in the country.

Ambition, determination and success run through all aspects of school life.

Ambition

We have a strong desire and determination to achieve success. We believe there are no limits to what can be achieved. We do what it takes for as long as it takes. In other words, we go for it every day!

Determination

We exhibit determination towards everything that we set our minds to. We endeavour to do our very best and excel in all aspects of school life.

Success

We support each other and our students to be successful. However, we also believe in the importance of the 'journey' to success, which helps build character and resilience.

TERMS AND CONDITIONS

CONTRACT

Casual

SALARY

Salary calculated in line with NJC pay scale, point 2, £24,413 per annum. (£12.65 per hour plus holiday allowance @ 12.07%)

w/c: 1/4/26 NJC scale point 3, £24,796 per annum (£12.85 per hour plus holiday pay @ 12.07%)

HOURS OF WORK

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

Barnwood Park School, St Lawrence Road, Barnwood, Gloucester, GL4 3QU.

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 Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org>

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

The postholder will be paid an enhancement for holiday pay, which is included in the salary details above

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:	Exams and Data Manager
Responsible for:	n/a

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 job role involves the need 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 Exams and Data Manager 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/Data Manager 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 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.

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

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		
At least five GCSE's or equivalent which must include at least a 5/C grade in Maths and English	x	
A good standard of Education	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		
To be able to follow processes	x	
Commitment to working within the School's Safeguarding Policy and Procedures	x	
Commitment to high standards and expectations	x	
To be able to problem solve/work using your own initiative	x	
Able to work under pressure and work to deadlines	x	
Have the flexibility to undertake any role requested by the Exams and Data Manager	x	
Personal attributes		
Have good organisational skills	x	
Have good communication skills	x	
High level of professional integrity	x	
To be able to work as part of a team or on an individual basis	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 Tuesday, 30th June 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 arranged when suitable applications have been received. 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



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LEARNING TRUST



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