



Parkstone Grammar School

Examinations Invigilator

Applicant Pack

Parkstone Grammar School

Sopers Lane, Poole, Dorset, BH17 7EP

01202 605605

recruitment@parkstone.poole.sch.uk





Headteacher's Welcome

As the headteacher of Parkstone Grammar School, it is my great pleasure to welcome you to our vibrant and dynamic school community. At Parkstone, we are committed to providing an exceptional educational experience that nurtures the intellectual, social, and emotional growth of every student.

We are a heavily oversubscribed 11-18 selective girls' school offering outstanding education to the students of Poole and its surrounding area. Founded in 1905, Parkstone has continued to provide excellent academic results within a warm, friendly and vibrant community. We are a six-form entry school with 1250 students including 350 in the sixth form.

Our school is a place where students are encouraged to explore their passions, expand their knowledge, and develop critical thinking skills that will serve them well throughout their lives. We have a team of dedicated and highly qualified teachers and support staff who are passionate about education and are committed to inspiring and challenging our students.

We believe in creating a supportive and inclusive environment where each student feels valued and respected. Our students are rightly proud of their school which provides for them a broad and balanced curriculum promoting independence, intellectual curiosity and a love of learning. Subjects offered at GCSE and A Level include academic and facilitating subjects from a very wide range. Our sixth form collaboration with Poole Grammar School for Boys allows us to offer an extensive A Level curriculum.

Students at Parkstone are not only encouraged to succeed academically, but to enjoy the wide range of musical, theatrical, sporting, speaking and charitable opportunities. They thrive in an environment of support and challenge, becoming resilient learners well prepared to succeed in the 21st Century.

The unique single-sex selective environment allows the students to grow in a safe and supportive atmosphere. Parkstone's national reputation for excellence and continued success is testament to the consistent dedication of students, staff and governors.

Ofsted commented that Parkstone offers a 'stimulating, friendly community in which all students are valued and may thrive intellectually, emotionally and physically'. Our school's focus is always on teaching and learning as we strive to challenge these able students to become confident, happy and successful young people.

I invite you to apply to our school, and experience the warm and welcoming atmosphere that makes Parkstone truly special. If you're ready to embark on a rewarding journey where your passion for education meets limitless possibilities, we encourage you to explore the opportunities at Parkstone. Join us in making a difference to our young people and shaping the future together.

David Hallsworth, Headteacher



Our Vision

At Parkstone, we embody the values of Commitment, Courage and Compassion to enable students to adapt and thrive in an evolving world, providing an education that inspires and empowers students to determine and achieve their goals.

COMMITMENT

“Be tenacious and relentless in your curiosity for knowledge”

COURAGE

“Feel confident to achieve your very best and develop your resilience to overcome barriers”

COMPASSION

“You should encourage and care for your peers, value and engage with all cultures and religions in our diverse global community”

“Parkstone has encouraged and inspired me to love learning. There is a great community and I am always supported – just like a family.”

Year 7 Pupil



Our Guiding Principles

- Parkstone will be a seat of exceptional learning where great teachers enjoy autonomy in the classroom to inspire and challenge our able students.
- Very high-quality staff development and peer support to facilitate highly effective learning over time.
- Effective feedback to move students forward in their knowledge and skill development.
- Parkstone will achieve amongst the best schools in the country for the national progress measures at GCSE and A Level.
- A positive ethos underpinned by our values of Courage, Commitment and Compassion.
- Personalised support with highly effective intervention to enable equal access to learning.
- Students will have an understanding of global and national diversity and will be well prepared for life in an ever-evolving world.
- A strong community supported by the staff and student leadership teams.
- Compassionate, high quality advice and guidance to make informed and confident decisions regarding life after Parkstone.
- Opportunities outside the classroom which provide holistic development.
- To engage in initiatives and charity projects to contribute to the local and wider community.
- A broad, balanced and inspiring curriculum appropriate to Parkstone.
- An inspiring learning environment underpinned by a research culture and reflective practice.
- Our community will have high expectations of everyone in line with our Values and Charter.
- To instil a sense of stewardship towards our local, national and global environment.



"Teachers are knowledgeable and enthusiastic. They inspire and sustain a love of learning in their pupils."

Ofsted Report



Our School Charter

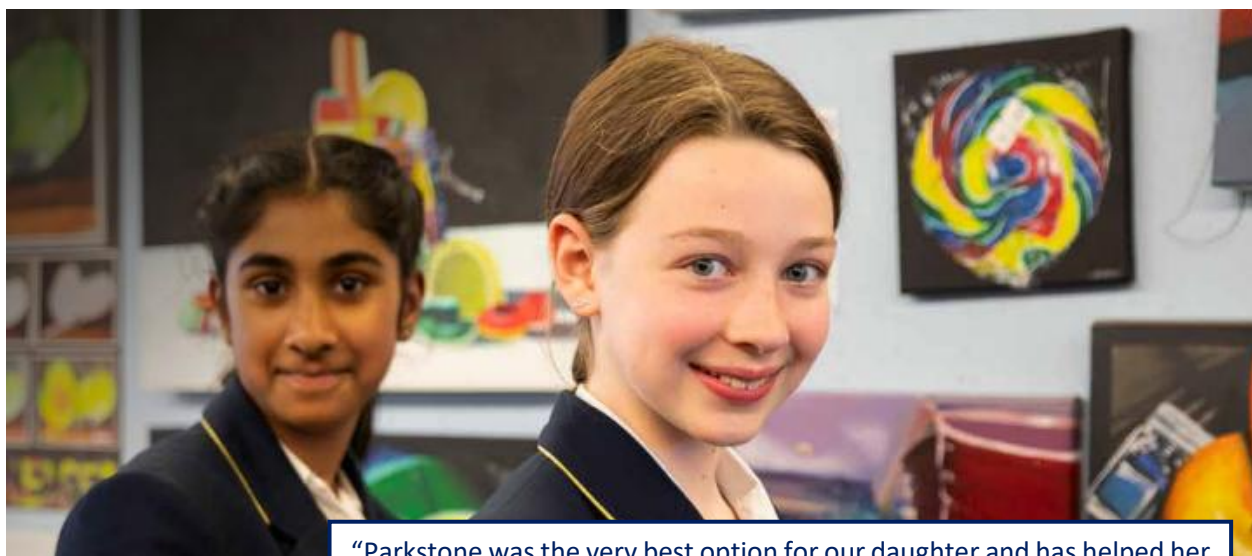
In our community it is important that we should maintain high standards and take responsibility for our own actions.

OUR COMMUNITY RESPONSIBILITIES

- To uphold the values of our school
- To treat all persons and the environment of the school with respect
- To apply ourselves to all areas of school life
- To empower all to do our best and to take care of each other
- To challenge any inequality and prejudiced attitudes

OUR RIGHTS

- To be treated with respect by all members of our community
- To feel safe both emotionally and physically in our school environment
- To participate in all the opportunities that our school offers
- To know where we can access support and guidance
- To be challenged appropriately where we fall short of our responsibilities



"Parkstone was the very best option for our daughter and has helped her grow in confidence and equipped her for university and life beyond!"

Parent



Benefits

Parkstone is pleased to be able to offer all staff members:

Core Benefits

- A contributory pension scheme relevant to your role (including access to Teacher and Local Government Schemes).
- Free access to the Employee Assistance Programme (EAP) - confidential support network that offers expert advice and compassionate guidance 24/7 covering a wide range of issues, such as: Legal Information, Bereavement Support and Online CBT among much more.
- Free Yoga and Pilates sessions throughout the term.



Job Description

Salary Details

Grade C, Scale Point 3 (fixed)
Plus, holiday pay
Casual hours contract

General

To assist with the invigilating of examinations. Work will be on a casual basis with hours to suit the school. Morning sessions will normally be from 8.00 am to 12.30 pm. Afternoon sessions will normally be from 12.30 pm to 4.45 pm, but flexibility is expected. Most exams occur in May/June each year with mock exams in November, January, March and April/May but there are other times during the year when opportunities to invigilate will arise. Notice will be given as early as possible of the working hours offered each week, however as the nature of the post is casual no guarantee can be given as to the number of hours that will be available. Full training will be provided in accordance with JCQ and safeguarding children regulations.

Main Duties

Assisting with the following:

- Collecting examination papers and stationery from the Examinations Administrator and taking these papers and stationery to the correct examination room.
- Distributing all relevant papers and stationery to examination students.
- Taking the register of pupils present.
- Ensuring that examination regulations as laid down by the Examination Boards and JCQ (Joint Council for Qualifications) are complied with and all incidents are recorded and communicated to the Exams Manager.
- Ensuring that the correct access arrangements are in place for students and managed effectively during their exams.
- Collecting in papers and stationery at the completion of the examination.
- Returning papers and stationery to the Examinations Office.
- Supervising students 'incommunicado' during clashes.
- Reporting any breaches of regulations to the Examinations Administrator.
- Following school policies and procedures including the Safeguarding of Children, Health and Safety and JCQ regulations.



Accountability

Invigilators report to the Examinations Administrator.

The post holder is expected to be flexible regarding hours worked as there may be the need to work outside normal school hours, with due notice.



Person Specification

Attribute	Essential	Desirable
PROFESSIONAL		
Numerate/literate to GCSE (grade A*-C) standard or equivalent	✓	
Competent within Microsoft Word		✓
Strong communication and interpersonal skills	✓	
Experience of working in a school or similar establishment		✓
Effective oral/written communication skills	✓	
PERSONAL		
Confidential and trustworthy	✓	
Professional, polite and welcoming demeanour	✓	
Smart, professional appearance	✓	
Strong interpersonal and communication skills	✓	
Excellent organisation skills and time management	✓	
Proactive and able to use initiative	✓	
Accuracy and attention to detail	✓	
Excellent time keeping	✓	
Ability to work effectively and calm under pressure	✓	
Ability to work to predetermined instructions	✓	
Ability to relate positively with young people	✓	
Ability to be firm but fair at all times	✓	
Strong team player, being aware and supportive of colleagues	✓	
Flexible/adaptable approach	✓	
Sense of humour		✓
Commitment to the school and safeguarding of young children	✓	
Willingness to undertake Child Protection training when required	✓	



Contact us

If you would like more information about Parkstone Grammar School please email recruitment@parkstone.poole.sch.uk

Alternatively, if you wish to discuss the vacancy please call 01202 605605 8.00 – 4.30 Monday to Thursday and 8.00 – 4.00 on a Friday.

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