



**Philips**  
High School

Success Together Aspire Respect



# Invigilator (Multiple Vacancies)

Candidate Pack



Part of the

**Oak**



Learning Partnership

# Invigilator (Multiple Vacancies)

## Welcome from the Headteacher

Dear Candidate,

**It gives me great pleasure to welcome you to Philips High School. I am extremely proud to be a member of the Philips High School community and work with so many talented young individuals. My vision is that our children receive the highest quality of education in a supportive, respectful and ambitious school environment.**

Philips High School was originally founded as a Grammar school in 1688 and to this day has retained some of the nostalgia, charm and high academic standards of the old school. When you first visit Philips High School, you immediately sense the warm welcoming atmosphere from our pupils and staff. This wonderful, vibrant community is a great place to learn and achieve. It is hard to find a school that educates the whole person both academically and pastorally.

The former Grammar school building and first-class facilities provide a stimulating environment that is both distinctive and inspirational. Our curriculum is both broad and ambitious, rooted in unrivalled holistic excellence. We place equal importance on performing arts, the creative subjects, technology, academia and sport through a vast range of experiences both inside and outside of the classroom. This fosters happy, confident and well-rounded young people.

Over the last few years, Philips High School has become a high achieving and successful learning community. The staff go above and beyond, ensuring that our collaborative, respectful and aspirational values permeate all aspects of our school. This enables our pupils to make consistently strong progress across the curriculum and develop themselves as individuals ready for the future.

We are a caring community; providing high challenge as well as significant support for our pupils. Everyone is welcome at Philips and our core values of Success, Together, Aspire, Respect (STAR) are embedded into the heart of our school.

I am committed to working in partnership with parents and know that by working together we will ensure that every child enjoys school, is happy, safe and have the opportunity to thrive and achieve their best.

It is the quality of the relationships and the personalised approach that makes Philips High School successful. Our students are at the heart of everything we do; they enjoy school, are fulfilled, aspirational and form lifelong friendships.



# Invigilator (Multiple Vacancies)

## Welcome from the Headteacher

We are seeking to expand our highly motivated and dedicated Exam Invigilators who are committed to providing high quality support to our pupils.

Exams can be extremely challenging for students, the role of invigilator is to help ensure they are conducted smoothly, so that all processes are followed robustly. Our team of invigilators contribute to efficient delivery of examinations by providing an orderly environment, offering clear instructions and a calming presence at a time of heightened anxiety for students.

The post would be ideally suited to applicants who are highly organised, vigilant and reliable, have excellent attention to details and have the ability to remain calm under pressure and the flexibility to be called at short notice.

If you are a strong team player who can think creatively and continually reflect on how to improve outcomes for young people, we would love to hear from you. In return, we offer you clear career pathways, excellent opportunities for professional development both in the school and the wider Trust and commitment to promoting your wellbeing at work. We fully recognise that our staff are our greatest asset, and we work hard to support them.

We are delighted to be part of a family of schools within the Oak Learning Partnership. Oak Learning Partnership is passionate about inclusion and improving the life chances of all children within the Trust. As a school in the Trust, we pride ourselves on being a welcoming school with a strong emphasis on pastoral care, alongside a rigorous academic education tailored to the needs of the individual.

If you would like to know more, we would be delighted to welcome you to our school. Visits prior to application are both welcomed and encouraged. Please contact the school on **0161 351 2200** or by e-mailing **enquiries@philipshigh.co.uk** to arrange an appointment.

We look forward to receiving your application. Please visit our school website for further information **[www.philipshigh.co.uk](http://www.philipshigh.co.uk)**

Mr C Hibbert  
**Headteacher at Philips High School**







**"Philips High School is a diverse and welcoming community. Pupils enjoy coming to school. They feel happy and safe, and they get along well with each other and staff. Pupils are accepting and empathetic of each other's views and differences."**

Philips High School, Ofsted Report  
2022

- PHYSICS
- CHEMISTRY
- ENGLISH
- TEACHER'S AWARD
- SCIENCE
- P.E.
- FRENCH
- COMPUTING

- ART
- ENGLISH
- MUSIC
- ENGLISH
- FRENCH
- P.E.
- CCF
- SCIENCE
- GEOGRAPHY





**Inclusion** is at the  
**heart** of our trust

## Introduction to Our Trust

**Dear Candidate,**

Thank you for your interest in this post at Philips High School, part of Oak Learning Partnership.

Our trust is cross phase and consists of primary, special, and secondary schools. We have a vision to transform lives through a highly inclusive approach. 'Inclusion is at the heart of our trust'. Which means we are compassionately rigorous and support all of pupils to reach their full potential, we have unconditional positive regard, leave no one behind and everyone is welcome.

Our schools work closely with one another; they collaborate with purpose, support each other and share collective systems across both educational and business provisions. But it's also important to us that each school has their own identity and individuality. We make sure we focus on impact and ensure clarity and consistency from our leaders, always making sure common sense is at the heart of our decision making.

Our people matter; we understand that we can only achieve our vision by recruiting the right people and providing them with the support, training and time they need in order to allow them to flourish and be the best they can be. Whatever role an individual undertakes within our organisation, they are contributing to our collective aim of transforming lives. We invest heavily in our people ensuring they feel valued, and their well-being is always considered. We understand that if staff feel valued and if the impact they are having is recognised, they can perform at their best.

We are laying strong foundations for growing the Trust and have a clear vision, this role is a key part of our growth strategy and could be an excellent opportunity for the right candidate ready for their next step. We are a values driven organisation, are highly ambitious, passionate about doing things with integrity and have a healthy sense of humour.

If you want to make a difference to young people and join a trust at an exciting part of its journey, we would love to hear from you.

For further information about the trust please visit our website:  
**[www.oaklp.co.uk](http://www.oaklp.co.uk)**

**James Franklin-Smith**  
**CEO of Oak Learning Partnership**

**Oak**   
Learning Partnership

[oaklp.co.uk](http://oaklp.co.uk)





**“The pupil leadership group are passionate about making a difference in school and the wider community. Leaders have high expectations for how well pupils should behave. Pupils are respectful and courteous and behave well in lessons and around the school.”**

Philips High School, Ofsted Report 2022

# Invigilator (Multiple Vacancies)

**Salary:** Grade 3, SCP 2, £11.59 per hour.

**Hours:** Ad hoc – As needed during Exam Periods.

**Closing Date:** 9.00 am, Friday 11<sup>th</sup> October 2024

## Job Description

**Normal place of work:** Phillips High School, although you may be asked to contribute towards trust wide projects.

**Normal working hours:** Ad hoc – As needed during Exam Periods.

**Responsible to:** Exams Officer.

### PURPOSE OF THE POST

- To supervise pupils undertaking school examinations in accordance with legal and school requirements.

### MAIN DUTIES AND RESPONSIBILITIES

- To assist the Lead Invigilator and the Examinations Officer in the smooth and efficient administration of examinations.
- To ensure that you are familiar with the "Guidance for Invigilators" instructions, as provided by the Examinations Officer and the Examination Boards.
- To ensure appropriate preparation of the examination room, as required by the individual exam.
- To assist in admitting the candidates to the examination room and enabling them to find their allocated seats quietly and efficiently.
- To distribute question papers, answer booklets and associated materials at the beginning of the examination and to collect them at the end.
- To assist in the efficient timekeeping of the examination.
- To supervise the candidates in a quiet & unobtrusive manner to ensure that the regulations on conduct, communication etc. are strictly observed.
- To respond to candidates queries in accordance with the examination regulations. To distribute additional paper and/or equipment, as necessary.
- To ensure that any minor behaviour issues are dealt with in line with school policy and report any breaches of Examination Code of Conduct to the supervising teacher/Invigilator Immediately.
- To escort and supervise candidates who may need to leave the examination room in an emergency.
- To ensure that the examination room is clear and tidied for the next session and that the equipment box is fully stocked.
- To sort sets of completed papers at the end of the examination, in preparation for posting.
- To be responsible for and committed to safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.

# Invigilator (Multiple Vacancies) Person Specification

<b>CRITERIA</b>	<b>Experience, Qualifications and Training:</b> On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:	
<b>ESSENTIAL</b>		<b>DESIRABLE</b>
<ul style="list-style-type: none"> <li>• GCSE Maths and English at Grade 4 or above (GCSE C or above or equivalent) – previous relevant experience will be considered.</li> <li>• Methodical with good attention to detail.</li> <li>• Flexible approach to work.</li> <li>• Excellent communication skills with an ability to relate to candidates yet maintain an air of authority.</li> <li>• Able to work constructively as part of as team.</li> <li>• Able to communicate clearly and accurately.</li> <li>• Able to work to pre-determined instructions.</li> <li>• Good organising, planning and prioritising skills.</li> <li>• Able to work as part of a team or along necessary.</li> <li>• Reliable and punctual.</li> <li>• Willingness to participate in development and training opportunities.</li> <li>• Safeguarding and Child Protection training or willingness to attend training.</li> </ul>		<ul style="list-style-type: none"> <li>• Previous experience of working in a supervisory position.</li> <li>• Previous experience of working within a school environment.</li> </ul>
<b>CRITERIA</b>	<b>Ability, Skills and Knowledge:</b> In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:	
<b>ESSENTIAL</b>		
<ul style="list-style-type: none"> <li>• Accuracy and attention to detail.</li> <li>• A flexible approach to work.</li> <li>• Ability to relate to candidates yet maintain an air of authority.</li> <li>• Ability to communicate clearly and accurately.</li> <li>• Ability to work to pre-determined instructions.</li> <li>• Ability to work as part of a team or alone as necessary.</li> <li>• Ability to keep calm under pressure or during unexpected circumstances.</li> <li>• Effective oral and written communication skills.</li> <li>• Ability to be fair but firm at all times.</li> <li>• Reliability and punctuality.</li> </ul>		





**Philips**  
High School

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