



**Philips**  
High School

Success Together Aspire Respect



# Lead Invigilator Candidate Pack



Part of the

**Oak**



Learning Partnership

# Lead Invigilator

## 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.



# Lead Invigilator

## Welcome from the Headteacher

We are looking for a highly motivated and dedicated Lead Invigilator who is committed to providing high quality support to our pupils to achieve the best outcomes at one of the most important times in their school lives.

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. The Lead Invigilator will work alongside the Exams Officer to assist with administrative aspects of exams. 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  
MATHS  
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 F-Smith*

**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

# Lead Invigilator

**Salary:** Grade 5, SCP 4 – 5, £11.98 – £12.18 per hour

**Hours:** Casual Ad hoc basis.

**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:** Casual Ad hoc basis.

**Responsible to:** Examinations Officers / Headteacher.

### PURPOSE OF THE POST

- A Lead /Senior Invigilator will work alongside the Examinations Officers to assist the Examinations Officer assisting with all administration aspects of exams.

### MAIN DUTIES AND RESPONSIBILITIES

- Ensure that only those members of the senior staff approved by the head of centre are present at the beginning of exams to support with identifying and settling candidates.
- Take responsibility to ensure that exam posters are displayed outside all exams rooms.
- Take responsibility for recording exam details on the whiteboard (centre number, subject title, paper number and the actual starting and finishing time of the examination/s).
- Take responsibility to ensure that a clock is on display that all candidates can see clearly.
- Take responsibility for checking that the correct question paper has been placed on the candidate's desk.
- Allocate an invigilator to complete/check the seating plan and 2-4 invigilators (depending on number of candidates) to complete the absentee list for the sports hall.
- Allocate invigilators to rows for script collection.
- Ensure that candidates are aware that they are responsible for producing legible writing.
- Ensure that candidates are aware that inappropriate, obscene or offensive material (even doodling) will be considered as malpractice.
- Take responsibility of the walkie talkie in the exam room during the exam.
- Use your initiative in deciding how to handle any minor issues which may arise at the time of the examinations concerning candidates. Inform the exams officer or other more

senior members staff should a candidate be causing disruption or you suspect malpractice. (In the first instance, it will normally be the examinations officer).

- Record any issues on the appropriate form—late arrival, illness, malpractice - during the examination (this will be performed by sole invigilators in separate rooms).
- Remind candidates that they are still under exam conditions.
- Make the decision on which candidates are allowed to go to the toilet and who they are to be accompanied by.
- Be sure to pass ALL relevant information back to the exams officer.
- Be aware of candidates in the exam room who are entitled to use a bi-lingual dictionary, who may require extra time or who have medical conditions and ensure that sole invigilators in separate exam rooms have this information. Note: a bilingual dictionary must not be used in GCSE English, English Literature, Geography, History & Religious Studies examinations due to the assessment of Spelling, Punctuation and Grammar.
- Collate scripts at the end of the exam, with the help of other invigilators if necessary.
- Complete attendance list against collected examination papers, ensuring that any cover sheets (Scribe or Word Processor) required are completed.
- Prepare and pack exam envelopes.
- Be prepared to remove from candidates any unauthorised materials found in their possession e.g. mobile phone, revision notes etc.
- Complete the malpractice/Incident form as required (Even if nothing to report).



# Lead Invigilator 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>		



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