

CASUAL EXAMS INVIGILATOR

Ellis Guilford School

Start Date: *As soon as possible*



ELLIS
GUILFORD
SCHOOL
*Creative
Education
Trust*



Dear Candidate

Thank you for your interest in the vacancy for a Casual Exams Invigilator at Ellis Guilford School.

The Ellis Guilford School is a larger than average secondary school for children aged 11-16, recently achieving 'Good' Ofsted status in June 2023. We continue to grow and thrive and have a very clear mission, 'to ensure that children attending our school have a better chance of success than if they went to any other school'.

The Ellis Guilford School joined the Creative Education Trust in 2019. Our network consists of 17 schools across the primary and secondary phases in the Midlands and Norfolk. The school benefits from a central trust team who provide support, ambition, and expertise.

The Ellis Guilford School is at an extremely exciting point in its journey. We believe that every child should receive an exceptional education with opportunities to succeed beyond their potential. To do this, we deliver a broad and balanced curriculum and a range of extra-curricular opportunities that support our children to become confident, independent and balanced individuals, with our school values of equality and integrity at their core.

Here at the Ellis Guilford School, we continually support our staff to develop through a high quality CPD programme including deliberate practice and live coaching. We have a range of in-school development opportunities to enhance your career including Teach Meets, Career Conversations, and our well-regarded Teacher Development Programmes.

We are looking for a team member who is committed to providing the very best for our children, whilst developing their skills to deliver on our clear vision.

You will be able to find a wealth of additional information about our school on our website www.ellisguilfordschool.org.uk, however if you'd like to discuss the role further, our HR team will be delighted to discuss this role with you. Please contact the HR team on hr@ellisguilfordschool.org.uk.

I look forward to receiving your application,

Yours sincerely,

Gemma Johnson
Principal

“ This is a school where everyone is given the chance to belong and succeed. ”
Ofsted 2023

You can find out more at:
www.creativeeducationtrust.org.uk

ABOUT CREATIVE EDUCATION TRUST



Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.

Creative Education Trust is a growing multi-academy trust educating over 14,500 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare pupils for their transition to adult life and employment.



Our Mission

To give every child in our schools the best possible start in life through excellent education and wide-ranging co-curricular opportunities

Our Vision

To send out into the world educated, creative, confident and responsible young people, who can succeed in their ambitions and make their communities better places

Our Values

Ambition

We are ambitious in everything because only the best will do

Excellence

We do not stop at 'good enough'

Creativity

We connect our knowledge in innovative ways

Resilience

When the going gets hard, we up our game and reach our goal

Inclusion

Every child and every colleague matters – we will work for and with them all

Respect

We value the ideas of others and make sure all voices are heard

You can find out more at:

www.creativeeducationtrust.org.uk

ABOUT ELLIS GUILFORD SCHOOL

We are a mixed secondary school, catering for children between the ages of 11 and 16 years, located in Old Basford Nottingham.

Since November 2018 we have been part of the Creative Education Trust. This has enabled the school to rigorously pursue rapid improvement for the children we teach.

The school boasts many facilities and we strive to provide an inclusive and expansive education for all the children in our care.

Our on-site facilities include:

Sports fields including 5-a-side football pitches;

Multi-Use Games Area marked up for netball and football;

Astro Turf perfect for football;

Dance studio complete with sound system and mirrored wall;

Hall complete with a stage;

Interactive whiteboards in classrooms;

Modern and open-plan library with wide range of reading materials



Knowledge Connected

Curricular innovation through our 'Knowledge Connected' programmes promotes creative, integrated and pro-active thinking so that our pupils are equipped for the challenges of the 21st century.

SUPPORT FOR OUR STAFF

We are committed to providing our academy leaders with the highest quality support and challenge to ensure that their schools excel and give our pupils the education they deserve.

Our Principals and Headteachers have a good deal of autonomy as school leaders within a framework developed collaboratively with our Director of Education and our Director of Standards and Primary Education.

Each of the Creative Education Trust's schools benefits from a comprehensive programme of support and challenge, including working with former HMIs.

Creative Education Trust places a strong emphasis on CPD for teachers and for senior and middle leaders. We run a regular programme of training events to improve teaching performance and provide focused management development and one-to-one coaching opportunities. We have an active cross-trust group on the Teaching Leaders programme and use Future Leaders and Teach First extensively.

We believe it is very important that each of our academies plans in such a way that financial and human resources are deployed to support their educational strategies fully. This is supported by our experienced Head Office team, who are available to advise on financial planning, audit, HR, legal and property matters either directly or by referral to our professional advisors.

Each of our Headteacher is a member of the Headteachers' Forum that meets regularly to help Creative Education Trust develop its ethos and strategy, and to share their professional expertise. As the network of Creative Education Trust schools grows, this forum has increasing value as a means of professional development and problem solving.

There are also several cross-group, phase leader and year-specific forums.



You can find out more at:

www.creativeeducationtrust.org.uk

CASUAL EXAMS INVIGILATOR

JOB DESCRIPTION

LOCATION

Ellis Guilford School, Nottingham

SALARY

Casual/hourly paid, £13.05 per hour
Term time only

THE ROLE

- The individual in this position provides invigilation for internal and external examinations at the school.
 - The Exam Invigilator is responsible for collecting the exams material prior to the exam, distributing the material to the candidates, supervising the exam for the duration of the scheduled time and returning all exam material to the Exams Officer at the end of the allocated time.
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REPORTING LINES

The post will report to the Exams Officer(s) and Senior Leadership Team

DUTIES AND RESPONSIBILITIES

- To understand and commitment to maintaining the appropriate standards of confidentiality / security of examination materials.
 - To adhere to the school's policies and procedures.
 - To report / communicate any problems / incidents / emergencies to the Exams Officer.
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BEFORE THE EXAMINATION

- Tidy and straighten exam desks.
 - Check seating tickets are in place on desks.
 - Set out examination materials on desks.
 - Check clocks are at the correct start time.
 - Check that supplies of supplementary paper are available at distribution points
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DURING EXAMINATION

- Supply supplementary paper to candidates.
 - Invigilate candidates by positioning around the room.
 - Record pupils who need to use the toilet.
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END OF EXAMINATION

- Supervise the LRC, Sports Hall and other designated exam areas to ensure order on dismissal.
 - Ensure candidates do not leave the hall with exam papers or stationery.
 - Collect exam papers, booklets, etc.
 - Sort completed scripts into candidate number order.
 - General tidying up after candidates have left.
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You can find out more at:

www.ellisguilfordschool.org.uk

OTHER DUTIES

- Supervise candidates with examination clashes ~~on~~ the lunch period.
- Invigilate individual candidates with extra time in small examination rooms.
- Act as a scribe / reader for individual candidates.
- Supervise corridors.
- Invigilate in specialist examination rooms if required.
- General sorting or checking of examination papers/stationary.
- Check completed scripts for candidate details.
- Display and remove notices.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year, and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Trust at the reasonable discretion of the Principal.

Person Specification	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> • GCSE Grade A-C in English and Maths, or Equivalent 	
Experience	<ul style="list-style-type: none"> • Experience of busy work / school environment. • Customer service environment. • Working as part of a team 	<ul style="list-style-type: none"> • Experience of working in a school.
Skills / Aptitudes	<ul style="list-style-type: none"> • Good time keeping. • Energy and enthusiasm. • Tactful and understand confidentiality 	
Personal Attributes	<ul style="list-style-type: none"> • Patient and understanding attitude. • Commitment to Health and Safety in the workplace. • Safeguarding of pupils. 	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.

You can find out more at:

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