



“Providing great schools at the heart of the local community”



Dear Applicant,

Thank you for showing an interest in Endeavour Learning Trust.

If you feel you share our values, have the vision and drive for excellence and want to be part of a dedicated team, committed to ensuring that students fulfil their potential, then we would like to hear from you.

Endeavour Learning Trust is an expanding Trust in the North West, currently spanning South Ribble, West Lancashire and North Sefton. Our Trust is a mix of good schools and schools which have been in challenging circumstances. Where there has been work to be done, the impact has been rapid and significant. We are keen to welcome other schools into our Trust and we have strengthened our central team to ensure we have the capacity to continue to support where we are needed most. Our Trust has been further strengthened by the addition of our primary schools and a school with a Sixth Form College, which enables us to embrace the all through nature of education.

Our Values:

- Truly Collaborative
 - We are a proud family of schools bonded by our Trust vision, priorities and values. We work as one team in school, across our Trust and with our wider partners for the benefit of everyone in our Trust, our families and the communities we serve
- People Centred
 - We foster authentic, positive relationships which are based on the foundations of respect, listening, kindness, support and constructive challenge. We are approachable, open and honest
- Inclusive
 - Equity of opportunity is central to our practice, and we will invest time, training and resources so that everyone is included and has the best chance to be their very best
- Unique
 - We are firmly committed to recognising, celebrating and investing in the individuality of all our children and young people, each staff member across the Trust and the distinct ethos and identity of each of our schools
- Aspirational
 - We believe in the promise of each individual across the Trust and will ensure we inspire, support and challenge in proportionate measure, so that we all thrive and are able to achieve our own individual best potential

Our family ethos is tangible; we work as a team; we want the best for everyone. But we are also staunch in our commitment to doing this in a way which protects the wellbeing of our staff and our students; our commitment to reducing workload is non-negotiable. We seek to thrive; individually, together, in our classrooms, staffrooms, schools and across the Trust.

Yours faithfully,

Mrs LA Gwinnett

Chief Executive Officer

Advert - Exam Invigilator

We are looking to recruit additional exam invigilators to increase our existing team. This is a flexible role that provides full training and the opportunity to join a friendly and supportive team. The successful applicant will be required to oversee and supervise examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions.

Post Title:	Exam Invigilator
Grade:	Grade 4 SCP 4
Salary:	£9.99 per hour
Hours of Work:	Casual Hours
Base:	We require exam invigilators for the following schools: <ul style="list-style-type: none">• Ormskirk School, Ormskirk L39 2AT• Burscough Priory Academy, Burscough L40 7RZ• Wellfield Academy, Leyland PR25 2TP• Tarleton Academy, Tarleton PR4 6AQ Please include your preferred school at the top of your application form before submitting

This role is essential to the smooth running of the examination process, in addition to ensuring correct exam procedures are followed. Occasionally invigilators may be called upon to read/scribe for individual students. Full training will be given to successful applicants.

Casual positions – As and when required on an hourly basis to support the school during exam periods to provide general supervision to students.

To apply for this vacancy please complete a support staff application form and return to vacancies@endeavourlearning.org

If you require any further information about this role please contact our Central HR Team at vacancies@endeavourlearning.org or on 01772 817904 ext. 1051

Candidates should ensure that they and their referees are easily contactable, with the correct phone number and email address and able to reply promptly if references are requested.

Endeavour Learning Trust reserves the right to close the recruitment process earlier than advertised should it received a high volume of applications for this vacancy. Therefore, it is advisable to apply as early as possible if you would like to be considered for this role.

Due to the high volume of applications received by Endeavour Learning Trust we are unable to provide individual feedback on applications.

This post is subject to an enhanced DBS check

Endeavour Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

Job Description - Exam Invigilator

JOB DESCRIPTION	
Job Title	Casual Exam Invigilator
Grade	Foundation Living Wage
Hourly Rate	£9.99 per hour
Location	<p>We require exam invigilators for the following schools:</p> <ul style="list-style-type: none">• Ormskirk School, Ormskirk L39 2AT• Burscough Priory Academy, Burscough L40 7RZ• Wellfield Academy, Leyland PR25 2TP• Tarleton Academy, Tarleton PR4 6AQ <p>Please include your preferred school at the top of your application form before submitting</p>
Contract	Casual
Responsible to	Data & Exams Manager
Job Purpose	
To ensure the fair and proper conduct of examinations/tests according to the school's and examination board's rules, in an environment that enables pupils to perform at their best.	
Responsibilities	
<ul style="list-style-type: none">• Invigilate the examination, including referring examination irregularities to nominated person• Assist in the setting up of examinations venues, laying out equipment and papers in accordance with instructions• Communicate examination procedures to pupils and oversee behaviour• Respond to pupil requests during the examination• Ensure no unauthorised material is consulted• Escort candidates from the location during the examination, such as for toilet breaks• Maintain candidate attendance and absence records.	

Person Specification – Exam Invigilator

Personal Attributes required (on the basis of the job description)	Essential (E) Or Desirable (D)	Identified by: Application Form (AF), Interview (I), Test (T) or other
EXPERIENCE		
The successful candidate will have:		
Experience of previous work in a school environment	D	AF/I
SKILLS AND ATTRIBUTES		
The successful candidate will be able to:		
Ability to work as part of a team	E	AF/Interview
Flexible attitude to work	E	AF/Interview
Ability to work in an organised and methodical way	E	AF/Interview
Good interpersonal skills	D	AF/Interview
Positive approach to customer care and service delivery	E	AF/Interview
Commitment to undertaking relevant training and development	E	AF/Interview
Flexible attitude to work	E	AF/Interview
OTHER		
Commitment to equality and diversity	E	I
Commitment to health and safety	E	I
Commitment to attendance and punctuality at work	E	I
Commitment to safeguarding and protecting the welfare of children and young people	E	I
Compliance and adherence to the document 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings'	E	I
Compliance and adherence to the document 'Guidance for Conduct'	E	I
Clearance through the Disclosure and Barring Service - (Clearance is required before confirmation of appointment)	E	AF/I

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