



Ellesmere Park
High School



BUILD YOUR DREAM CAREER

Join our Team!

RECRUITMENT PACK

Exam Invigilator

Ellesmere Park High School, Salford

EXCELLENCE AND EQUITY WITH INTEGRITY

WELCOME FROM ABIGAIL AND MAE



Ellesmere Park High School is, as our motto entitles, Vibrant, Inclusive, and Proud. We have now been students here for 4 years and we can only say that that motto is a perfect way to describe our school. From our first day of Y7, up to our first day in Y10, we have experienced nothing but a welcoming community who are always there to support you.

So, why should you want to work here?

What makes Ellesmere stand out?

We have had the opportunity to visit other schools, but nothing compares to the close-knit family that makes this school both a pleasure to work at and attend. It's obvious to any stranger that Ellesmere is proud of their students, and this is evident through the constant display of work and art along our corridors. In addition, its apparent by the quality of our work that we produce, that we are equally as proud to be a part of this accomplished school.

Undeniably, one of the best parts of our school is the opportunities given to us. Just in these past few years, we have been to London to learn about performing arts and music, Spain to witness first-hand the Spanish culture and language. We've won national trophies and set up a newspaper club, and with the help of enthusiastic teachers, everyone is able to express their interest in some form. It's a perfect mix of focused learning, and an enjoyable environment.

Friday lunch performances are a staple feature of the culture, where students -like us- get to showcase their talents, that in other schools could be overshadowed by traditional learning.

Whenever you ask a student or staff member what their favorite part of school is, their answer will always be the people. A history teacher who has only been here for a couple of days stated, "From SLT to new staff members, everyone is extremely welcoming and supportive. It's an extremely nurturing environment for all."

We are looking for teachers who will thrive in this caring and respectful environment and will bring in new and engaging lessons for students like us. If you apply here, you will get the chance be a part of our family as well as to share your interests and hobbies and be somewhere you can form bonds with others and inspire them.

As two Y10 students ourselves, we hope to get even more passionate and knowledgeable teachers who will spread their knowledge to current students like us and for the students in the years to come. We hope to see you soon.

Abigail and Mae. (Y10)



WELCOME FROM THE HEADTEACHER



There is a reason why I asked two of our students to write the first page of this pack, and that is simple: because they are the people who will give you the most honest and realistic idea of what our community is like.

Ellesmere Park lives by its motto of Vibrant, Inclusive and proud. It is a true community of children and adults who work collaboratively to give every one of our students the opportunity and support to be the best that they can be.

Ofsted says that this is a Good school, but that single word cannot possibly encapsulate our school adequately. I can honestly say that this is a place where every day, I love to come to work. I know from my constant conversations with staff and children, the feedback we get from colleagues on a regular basis, and the way in which our community welcomes people so warmly, that I am not alone in that. This is a great place to work. I have no desire to work anywhere else.

This is a school that does not rest on its laurels. All of our staff in every one of the myriad roles in which they work, are united in their desire to improve our provision for our community, and all of them work tirelessly to achieve that. Our staff cannot give of their best if they do not feel at their best, and our culture is one that supports everyone, both in their professional practice and in their ongoing wellbeing. This doesn't come from the Leadership of the school alone: all of our staff are kind and supportive of one another, and that is a joy to witness. As a new teacher, or a member of staff that is new to the school, you will find yourself surrounded by positive colleagues, happy, vibrant children, and you will be fully supported to be your best in your role.

We are lucky enough to be part of the Consilium Multi-Academy Trust. The same ethos pervades all of our schools, and the Central Team which supports and challenges them. The Trust serves over 6,000 children and we all work collaboratively and supportively together to make sure that every one of those children has the best experience of secondary school life, and leaves with not only the best qualifications that they are able to achieve, but also with the best set of morals, and are prepared to be the positive citizens of the future.

You might say I'm bound to say all that, but don't just take my word for it; think about what Abigail and Mae had to say and read the paragraph below that I asked one of our staff to write. Between the three of them, I think they should give you a flavour of life as part of the Ellesmere Park community. If you would like to be a part of this inspiring school, then I would love to receive your application. Thank you.
Iain Ross, Headteacher

'I knew I wanted to be a part of the Ellesmere community when I came for a visit before I had my interview. I was greeted with warmth and kindness from every member of staff that I met and polite 'Good mornings' and 'Hello's!' from the students. I have been lucky enough to start my teaching career at EPHS which has been full of positivity, encouragement, support and rewarding moments on a daily basis. All staff (whether they are a 3rd year teacher like me or a seasoned veteran) believe in the common goal of supporting the students to be the best that they can be. Because this ethos is embedded through all aspects of the school, not just within the classroom it truly does give the children the best opportunities for when they leave, whatever this may be. It really is a fantastic place to be, and I am proud to say I work at EPHS.'

Alice, Head of D&T



ABOUT THE SCHOOL



Ellesmere Park High School is a vibrant and inclusive school serving the Eccles and Monton areas of Salford. Ellesmere Park is one of nine schools alongside a central team, which constitutes Consilium Academies. There are 812 children on roll at the school (42 above PAN, reflecting the popularity of the school within the local community), 27% are disadvantaged and 31% have identified SEND.

Each child is of great value at Ellesmere Park, they are unique individuals and they each are provided with opportunities which enable them to thrive and develop their skills and talents. The school's overarching vision is 'Be The Best We Can Be'. We implement this through our curriculum which is ambitious, inclusive and inspiring for all learners. The purpose of the curriculum at EPHS is to equip every child with the knowledge, skills and personal qualities in order to reach the limits of their capability, regardless of their background, needs, or privilege. We aim to provide equity of opportunity, so children achieve success now and in the next phase of their education and life, making a positive contribution to their community and to society. We develop the confidence and character of the whole child through totality of experience which encompasses academic subject knowledge and skills, creative development through the arts, alongside a program of personal growth, social education and development.

Children are happy at Ellesmere Park High School and they have strong relationships with staff. There is a plethora of activities that they can engage in both through the planned and taught curriculum and through additional extra-curricular provision.

Ellesmere Park High School is an inclusive school. The curriculum has been planned so that it is equally as ambitious for children with SEND as it is for their peers. Pedagogy is carefully considered to ensure that we are better meeting the needs of our SEND children. There is a specialist SEND Provision at Ellesmere Park High School. The Local Authority commission places at the school for children with Autistic Spectrum Conditions. The provision in the Enhanced Resource is afforded the same level of monitoring as provision across the rest of the school. Children with SEND now have a high profile in the school and the staff understand their needs. As a result of this alongside high quality CPD, teachers are in a strong position to ensure that children with SEND achieve the same standards expected of their peers.

There is a plethora of professional learning opportunities for staff at Ellesmere Park High School including whole staff training, bespoke CPD sessions to develop pedagogy and practice and the opportunity to engage in professional learning networks across the trust. Teachers are inspired. They continue to develop their good practice so that they become even better teachers.

The views of parents, staff and children are positive and leaders are well supported by leaders of the trust: people are proud to be part of the Ellesmere Park community.

ABOUT THE TRUST



Consilium Academies is a Multi-Academy Trust dedicated to Excellence and Equality with Integrity. Consisting of nine schools across three hubs in Salford, South Yorkshire, and the North East of England, our culture is built on support, guidance, capacity building, and fostering a collaborative approach to school improvement.

Our Trust is committed to the highest standards of curriculum, teaching, and learning, leading to excellent outcomes for our pupils. This commitment extends to our staff, with a focus on high-quality learning, professional development, and an uncompromising approach to support and growth.

Schools within the Trust are encouraged to engage in rigorous self-evaluation and take swift action to address any areas of underperformance, guided by our School Improvement Framework.

Our Key Areas of Focus:

- **Expert Knowledge:** We prioritise school-to-school support, fostering expert knowledge, and providing effective assistance to our schools.
- **Ambitious Curriculum:** Our schools share a common language for curriculum development, with a focus on Enriching Lives, Inspiring Ambitions, and embedding Equality, Diversity, and Inclusion throughout.
- **Effective Pedagogy:** Our research-focused approach seeks impactful teaching methods, a shared language for pedagogy, and developing partnerships with external experts.
- **Purposeful Practice:** We respect each school's identity while promoting a shared understanding of high-quality practice and staff development.
- **Rigorous Assessment & Intervention:** We implement evidence-based benchmarking and targeted support through Rapid Action Plans, maintaining a relentless focus on achieving strong outcomes for all students.
- **Rich Culture:** Guided by Excellence, Equality, and Integrity, we aim to identify, attract, develop, and retain expertise at all levels, ensuring our schools contribute to the Trust's success over time.

Led by our Chief Executive Officer, Michael McCarthy, our Central Team provides direct services, accountability, leadership, and management to our schools. We operate a strong partnership model, where our partner schools play a crucial role in the Trust's continual growth and development. Our collaborative approach respects each school's individual identity, empowering them to focus on student achievement and success while being part of a supportive network committed to excellence.

WE ARE PROUD TO OFFER THE FOLLOWING STAFF BENEFITS:

- Pension with the Local Government Pension Scheme and Teachers Pension Scheme
- 34 days annual leave plus bank holidays for all support staff (pro-rated for part-time employees)
- 36 hour working week for all full-time support staff
- Automatic pay progression for all staff in line with their current grading structure
- Enhanced contractual sick pay in line with the Burgundy Book and Green Book
- Employee Assistance Program with access to counselling and CBT 24 hours a day, 7 days a week
- Access to an Occupational Health Provider
- Free membership to Vivup. with hundreds of exclusive offers and discounts available online and in store at many shops, gyms, and restaurants
- Access to the leading salary sacrifice car and home electronics lease scheme, exclusive to public sector employees
- An excellent CPD offer for every member of staff; to help you perform as well as you can in your role, provide you with a sense of wellbeing at work and to help you reach your career aspiration

ABOUT THE ROLE



JOB TITLE:	Exam Invigilator
START DATE:	To be confirmed
HOURS:	Casual
CONTRACT:	Casual
SALARY:	£13.25 per hour

Join us as a Exam Invigilator at Consilium Academies, where a strong sense of collaboration, honesty, and a commitment to excellence and equity with integrity underpin everything we do.

Are you passionate, driven, and committed to delivering exceptional support? This is your chance to be part of an enthusiastic team at Consilium Academies, where we strive to provide the highest quality education for our students.

We are seeking a dedicated, experienced, and approachable Exam Invigilator to join our team.

To support the Examinations Officer to ensure the fair and proper conduct of examinations in an environment that enables students to perform at their best.

Begin your journey with a team dedicated to empowering every student to achieve their full potential. If you share our values and have the vision and ambition to drive excellence, we want to hear from you. The successful candidate will present the best possible example of professional standards to colleagues.

Please ensure that within your application you provide the names, addresses, and contact details for two referees, one of whom should be your current or most recent employer.

The closing date for applications is 30th April 2025
Interviews will take place on a date to be confirmed

We look forward to welcoming a new team member who shares our commitment to excellence in education! *Consilium Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are made subject to an Enhanced DBS Check, and where applicable, a prohibition from teaching check will be completed for all applicants.*

In accordance with our statutory obligations under Keeping Children Safe in Education Consilium Academies is required to conduct an online search as part of our due diligence on shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which Consilium Academies might want to explore with you. Further information on online searches can be found in paragraph 221 of Keeping Children Safe in Education.

The Trust is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Under Part 7 of the Immigration Act 2016, the Public Sector fluency duty requires state funded schools to ensure candidates for their customer facing roles have the necessary standard of spoken English.

Please note: If you have not been contacted within one week of the closing date, please assume that your application has been unsuccessful on this occasion. We are unable to provide feedback on individual applications. Applications received after the closing time stated will not be considered.

JOB DESCRIPTION



JOB TITLE:	Exam Invigilator
REPORTS TO:	Exam Officer
BASED AT:	Ellesmere Park High School
GRADE:	NJC Grade 3
MAIN PURPOSE OF THE ROLE	
To support the Examinations Officer to ensure the fair and proper conduct of examinations in an environment that enables students to perform at their best.	
To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and regulations and instructions	
To have a key role in upholding the integrity and security of the examination/assessment process	
CORE RESPONSIBILITIES & TASKS	
General requirements	
<ul style="list-style-type: none">• Experience of invigilation is not required as training in the role and duties of an invigilator will be provided• Invigilators are required to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them• Invigilators are required to confirm their availability in advance of main exam periods• Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times	
An ideal candidate will:	
<ul style="list-style-type: none">• be reliable, flexible and readily available during main exam periods• have effective communication skills and good interpersonal skills• work well as part of a team• be confident and a reassuring presence to candidates in exam rooms• be able to give instructions and manage situations involving different groups of people• have basic IT skills (familiar with use of email, mobile phone messaging etc.)	
Before exams	
<ul style="list-style-type: none">• Report to and be briefed by the exams officer prior to each exam session• Keep confidential exam question papers and materials secure before, during and after exams• Ensure exam rooms are set up according to the requirements• Admit candidates into exam rooms under formal exam conditions• Identify candidates and seat candidates according to the required arrangements• Distribute the correct question papers and exam materials to candidates• Instruct candidates in the conduct of their exams• Deal with candidate questions• Start exams	
During exams	
<ul style="list-style-type: none">• Supervise and observe candidates at all times and be vigilant throughout exams• Keep disruption in exam rooms to a minimum• Deal with emergencies or irregularities effectively• Record/report any incidents, disruption or irregularities• Complete attendance registers• Deal with candidate questions according to the regulations	
After exams	
<ul style="list-style-type: none">• Instruct candidates in finishing their exams and collect exam scripts and exam materials• Dismiss candidates from the exam room• Check candidates' names on scripts, match the details on the attendance register	

- Securely return all exam scripts and exam materials to the exams officer

Other tasks

- Undertake training, update and review sessions as required
- (prior to invigilating any exam in a new academic year) Undertake relevant online invigilator training and assessment for that academic year
- Undertake, where required and where able, other duties requested by the exams officer, for example:
 - centre supervision of exam timetable clash candidates between exam sessions
 - facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
 - other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'

CORPORATE RESPONSIBILITIES

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Trust
- To plan, monitor and review health and safety within areas of personal control
- To participate in the Trust's Professional Development Review process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date

To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, and colleagues

ADDITIONAL NOTES

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Trust, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- An Enhanced DBS Check will be requested on successful application to a position at the Trust.

PERSON SPECIFICATION

Qualifications and CPD	Essential	Desirable
Good numeracy and literacy skills	X	
5 GCSEs Grade C or equivalent including English & Maths		X
First Aid qualification or willingness to undertake training		X
Experience, Knowledge and Skills	Essential	Desirable
No particular experience is required for this post, however a willingness to learn is essential	X	
Experience of working in a school environment		X
Awareness of and interest in educational issues		X
Personal Attributes	Essential	Desirable
Effective communication skills and good interpersonal skills	X	
Accuracy and attention to details	X	
Reliability and punctuality	X	
Ability to give instructions and manage situations involving different groups of people	X	
Work well as part of a team	X	
Basic IT skills	X	
English Fluency	Essential	Desirable
Possessing a relevant qualification for the role attained as part of education in the UK or full taught in English by a recognized institution abroad	X	
Passing an English spoken language competency test or possessing a relevant spoken English qualification at CEFR Level B1 or above, taught in English by a recognized institution abroad.		X