

# Lowton

Church of England High School

**Role:** Invigilator

**Hours:** **Variable** - Our Invigilators work on a casual basis during exam seasons when required by the School. The number of hours of work available for each period of exams across the year will vary and cannot be guaranteed but are offered out fairly to our pool of invigilators.

**Contract:** Term time

**Salary Range:** NJC Grade 3 - £11.79\hour

**Start date:** May 2024



## Introduction

Thank you for your interest in this position. We are a 'Good' school in all areas (Ofsted, March 2023) and are on a mission – to provide an exceptional education for every young person that we serve in our school community so that their life chances are transformed.

I started as the new Headteacher at the school in September 2020 with extensive headship and school improvement experience.

Our recent inspection report talks about the 'transformative improvements' in the school in the last few years, reflected in our culture, ethos, quality of education, outcomes and inspection report. You can read the full 'Good' report here: [LCEHS Ofsted Report](#)

The conditions are ripe to continue our journey towards being excellent in all we do. We are now looking for a committed and aligned individual with drive and passion for the school's ambition to raise and support the aspirations of all students.

Our school is underpinned by its Christian values of *Caring, Learning and Succeeding*. These palpably define the culture of the school. We test all we do through the lens of what is right for each child.

You will hear us use the phrase 'ruthlessly compassionate' which means each and every day we have the resolve, commitment and highest of expectations to do the right thing for every child, because every child has the right to an exceptional education.

In applying for this role, you could be part of our exciting journey towards excellence.

Before applying listen to my message and check out our website:

[Headteacher Welcome Message](#)

If you are interested in the role and committed to our mission and values I look forward to receiving your application.

**Kieran Larkin**

*Headteacher*



## About us

We are an 11-16 comprehensive school of around 800 students, with an established reputation as a welcoming and forward-thinking learning community.

We pride ourselves on our high expectations in a culture in which students can flourish, thrive and succeed. Our staff surveys and inspection surveys outline that staff are proud to work here.

Being located on the Warrington/Wigan border gives us a Warrington postcode but we are part of Wigan LA. We serve the community with most students living locally in the towns of Leigh and the village of Lowton. Our student intake is broadly average in terms of prior attainment and student deprivation. The vast majority of students speak English as a first language but you will work in a school that has exceptional students from all walks of life and staff who truly care about the impact of their work.

As a Church of England School, the Christian faith shapes everything we do. We strive to demonstrate to students that each one of them is of infinite worth as a child of God and they are the 'lights of the world', who can make a positive difference to the school and the community in which we live and serve. Our admissions policy does not require students to attend Church, rather we pride ourselves on being a mission-led school in the community for our community.

In considering this role, *you* do not need to be Christian to work here, but we expect staff to be fully supportive of the values that underpin all we do as they are central to our approach in all things.

### [In a recent parent survey, our parents told us...](#)

- **97%** would consider recommending Lowton to another interested parent.
- **94%** agree that their child is getting the appropriate amount of work.
- **93%** agree that communication from the school is informative and helpful
- **92%** agree that their child is well supported in their learning



## About the role

We are a school that places the quality of learning at the heart of everything we do. We have an opportunity for a dynamic, caring and dedicated individual to join our Invigilator team in supporting our young people to realise their full potential. Invigilators create the conditions for our students to perform at their very best in their exams by overlooking, assisting and ensuring exams run as smoothly as possible.

The role of an Invigilator is highly regulated as Invigilators must ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions. Full training will be provided and we are a very welcoming and supportive department where teamwork is at our core.

The successful candidate will benefit from a strong induction programme which will be tailored to their professional needs and experience.

Positive relationships and a culture of high expectations of our students and ourselves are key aspects to the culture of our school and we are looking for people aligned to our values in all we do

We are committed to delivering the highest standards and our staff are proud to belong to the school; we believe that Lowton Church of England High School is a great place to be. This post offers you the opportunity to work in and with:

- A caring school where you can make a real difference to the lives of young people.
- A school with a strong will and determination to be excellent.
- A school that has high expectations of all who work here.
- A school that is driven by strong values, invests in its staff and students and has a high regard for their welfare.
- Supportive and cooperative staff who are committed to their roles.
- A caring school where you can make a real difference to the lives of young people.



## About you

At the heart of the job, you will be a committed and caring person who is confident and able to provide a reassuring presence to students in exam rooms. You will be able to give and follow instructions, manage evolving situations within school protocols, have basic IT skills in order to complete on-line training for the role – we can support you in this - and, most importantly, remain calm under pressure. The role requires a high degree of confidentiality.

We are looking for a conscientious and positive individual who can work well as a member of a team, who can deal with a busy environment and is great at multi-tasking. The role requires excellent interpersonal skills to deal with students, and a flexible approach to work.

Invigilators must be able to confirm they know and understand the confidentiality and security requirements surrounding the invigilation process, and that they will be followed at all times; but please do not let this deter you from applying because full training will be given.

The successful candidate will have:

- A positive and friendly approach.
- Ability to communicate clearly and professionally with students and staff.
- Ability to deal with confidential and sensitive information.
- High standards and attention to detail.
- Good organisational skills with a willingness to undertake training where required.
- Ability to work independently and as part of a team, relate well and build positive relationships with students and staff.
- A passion for promoting a culture of educational excellence and improving the life chances of our students.

Previous experience of working in a school environment is desirable but not essential as training and support will be provided to the successful candidate.



## Safeguarding at Lowton Church of England High School:

Lowton Church of England High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Suitability checks will be undertaken in accordance with KCSIE, including identity, Right to Work, qualifications, Prohibition check, two references and enhanced DBS check including Children's Barred List.

In addition, as part of the shortlisting process Lowton Church of England High School will carry out an online search as part of their due diligence on *shortlisted* candidates.

Shortlisted candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. Self-declaration is subject to Ministry of Justice guidance on the disclosure of criminal records, further information can be found on [GOV.UK](https://www.gov.uk)

This role involves engaging in regulated activity relevant to children and applicants are reminded that it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.

Invigilators are required to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them.



## Interested?

- Find out more about the school on our website and Facebook page.
- Speak to a member of staff about the school. We encourage people to visit or phone school with any questions that you may have about the role.
- If you would like to have a conversation please email:  
[harrisonr@lowtonhs.wigan.sch.uk](mailto:harrisonr@lowtonhs.wigan.sch.uk) with your details and a member of staff will get in touch.
- **Closing date:**
- **Formal Interview Date:**
- **All Applications must be made via:** the school application form

Early applications are encouraged and we reserve the right to close the vacancy early if a suitable candidate is found. We reserve the right to interview suitable candidates before the application deadline.

Unfortunately, we are unable to offer feedback on individual applications that are not shortlisted for interview.



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## LOWTON CHURCH OF ENGLAND HIGH SCHOOL - JOB DESCRIPTION

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### Lowton Church of England High School – Job Description

<b>Job Title:</b>	Invigilator
<b>Reports To:</b>	Examinations Manager
<b>Liaising with:</b>	School leadership team, teaching & support staff, external agencies and parents.
<b>Salary Scale:</b>	NJHJ Grade 3
<b>Term:</b>	Casual
<b>DBS:</b>	Enhanced

- To assist in the conduct of examinations and carry out Invigilation duties in accordance with the Joint Council for Qualifications (JCQ), awarding body regulations and Lowton Church of England High School policies and procedures.
- To have a key role in upholding the integrity and security of the examination and assessment process

#### Before Exams

- 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
- Distribute the correct question papers and exam materials according to the seating plan, ensuring the correct exam paper is placed on the desk for the candidate. Special care must be taken when more than one paper is being sat in the room
- Admit candidates into exam rooms under formal exam conditions and according to the regulations
- Identify candidates and seat candidates according to the required arrangements
- Inform candidates they are under examination conditions and ensure these are maintained until the exam is finished and students are dismissed from the room
- Read the Invigilator announcement to candidates, as well as any erratum notices and ensure candidates are aware of evacuation procedures
- Complete attendance registers
- Deal with candidate questions

#### During Exams

- 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
- Deal with candidate questions according to the regulations.





## After Exams

- Instruct candidates in finishing their exams and collect exam scripts and exam materials
- Dismiss candidates from the exam room in accordance with examination regulations and school procedures, with as little disturbance as possible to other students who may still be working
- Check candidates' names on scripts, match the details on the attendance register
- Ensure the examination room is left in a tidy state ready for the start of the next exam, remove any notices or signs, as appropriate
- Securely return all exam scripts incident logs and exam materials to the exams officer

## Other Duties

- Undertake training, update and review sessions as required and prior to invigilating any exam in a new academic year, undertaking relevant online invigilator training and assessment for that academic year
- Undertake, where required and where able, other duties requested by the exams officer, such as:
  - 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'

## School Ethos:

- Help foster a positive culture by upholding the vision and aims of the school.
- Work co-operatively with, and in support of, everyone at the school.
- Work with pupils and staff in a courteous, caring and responsible manner.
- Communicate effectively both internally and externally.
- Work with visitors in such a way that it enhances the reputation of the school.
- Play a full part in the life of the school community, support its distinctive mission and ethos, promote the school's image and encourage staff and students to follow this example.

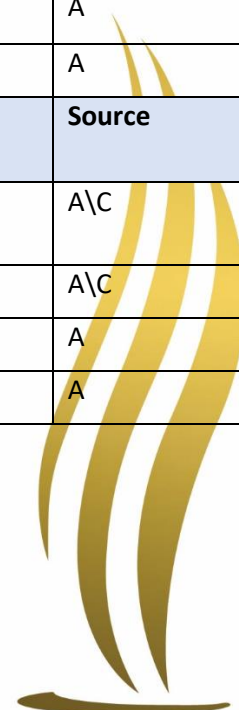
## General

- Attend training as and when required.
- Protect the School environment by making sure working areas (including classrooms, shared areas, stockrooms and workstations) are tidy, clutter free and safe to use.
- As a user of the school's network, comply with the school's IT Code of Practice and understand that the school may monitor your emails and internet activity.
- Comply with the school's policy on Data Protection being particularly careful with sensitive personal information about children and the school.
- Adhere to and support the school policies.
- Undertake any other reasonable duties commensurate with the grade and job title as directed by the Headteacher.



## LOWTON CHURCH OF ENGLAND HIGH SCHOOL - Person Specification

Essential	Source
Good numeracy and literacy skills	A\C\I
Basic IT skills to be able to complete on-line training and be able to use email and mobile phone messaging	A\I
Be a confident and reassuring presence to students in the exam room	A\I
Be able to keep calm under pressure or during unexpected circumstances	A\I
Be able to maintain a safe environment	A\I
Be able to work as part of a team	A\I
Be able to demonstrate common sense and initiative	A\I
Be able to give instructions and manage situations involving different groups of people	A\I
Good organisation skills	A\I
Understanding of and able to keep information confidential	A\I
Ability to relate to children whilst maintaining professional boundaries	A\I
Ability to work to predetermined instructions and deadlines	A\I
To be reliable, punctual and available during Exam seasons	A\I
Following training, be able to confirm your understanding of the confidentiality and security requirements surrounding the invigilation process and confirm they will be followed at all times	A\I
Commitment to and the ability to support the distinctive ethos of the school	A\I
Ability to work in the UK	C
Accurate completion of school application form	A
Application which addresses person specification	A
Desirable	Source
Basic knowledge and understanding of Education and child protection issues. e.g. Every Child Matters – Training will also be given	A\C
Understanding of Data protection	A\C
Experience of working in a Secondary School	A
Experience of working with young people	A



## Privacy Notice – Job Applicants

### Lowton Church of England High School

Lowton Church of England High School *is the owner of this document and is responsible for ensuring that this policy document is reviewed in line with School's policy review schedule.*

*A current version of this document is available to all members of staff and job applicants on the job opportunities section of our website.*

This privacy notice describes how we collect and use personal information about you during and after your work relationship with us, in accordance with the UK General Data Protection Regulation (UK GDPR).

Following Brexit, Regulation (EU) 2016/679, General Data Protection Regulation (GDPR) is retained EU law and known as UK GDPR. The UK GDPR sits alongside an amended version of the Data Protection Act 2018 that relate to general personal data processing, powers of the Information Commissioner, and sanctions and enforcement. The GDPR as it continues to apply in the EU is known as EU GDPR.

Successful candidates should refer to our privacy notice for staff for information about how their personal data is stored and collected.

#### Who Collects This Information

Lowton Church of England High School is a “data controller.” This means that we are responsible for deciding how we hold and use personal information about you.

Under data protection legislation we are required to notify you of the information contained in this privacy notice. This notice does not form part of any contract of employment or other contract to provide services and we may update this notice at any time.

It is important that you read this notice, together with any other policies mentioned within this privacy notice. This will assist you with understanding how we process your information and the procedures we take to protect your personal data.

#### Data Protection Principles

We will comply with the data protection principles when gathering and using personal information, as set out in our data protection policy.

#### Categories of Information that We Collect, Process, Hold and Share

We may collect, store and use the following categories of personal information about you up to the shortlisting stage of the recruitment process: -

- Personal information and contact details such as name, title, addresses, date of birth, marital status, phone numbers and personal email addresses;



- Emergency contact information such as names, relationship, phone numbers and email addresses;
- Information collected during the recruitment process that we retain during your employment including proof of right to work in the UK, information entered on the application form, CV, qualifications;
- Details of your employment history including job titles, salary and working hours;
- Information regarding your criminal record as required by law to enable you to work with children;
- Details of your referees and references;
- Details collected through any pre-employment checks including online searches for data;
- [Your racial or ethnic origin, sex, and sexual orientation, religious or similar beliefs.](#)

We may also collect information after the shortlisting and interview stage in order to make a final decision on where to recruit, including criminal record information, references, information regarding qualifications. We may also ask about details of any conduct, grievance or performance issues, appraisals, time and attendance from references provided by you.

#### **How We Collect this Information**

- We may collect this information from you, your referees, your education provider, by searching online resources, from relevant professional bodies the Home Office and from the DBS.

#### **How We Use Your Information**

We will only use your personal information when the law allows us to. Most commonly, we will use your information in the following circumstances:

- Where we need to take steps to enter a contract with you;
- Where we need to comply with a legal obligation (such as health and safety legislation, under statutory codes of practice and employment protection legislation);
- Where it is needed in the public interest or for official purposes;
- Where it is necessary for our legitimate interests (or those of a third party) and your interests, rights and freedoms do not override those interests.
- Where you have provided your consent for us to process your personal data.

Generally the purpose of us collecting your data is to enable us to facilitate safe recruitment and determine suitability for the role. We also collect data to carry out equal opportunities monitoring and to ensure appropriate access arrangements are put in place if required.

If you fail to provide certain information when requested, we may not be able to take the steps to enter a contract with you, or we may be prevented from complying with our legal obligations



We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose.

### How We Use Particularly Sensitive Information

Sensitive personal information (as defined under the UK GDPR as “special category data”) require higher levels of protection and further justification for collecting, storing and using this type of personal information. We may process this data in the following circumstances: -

- In limited circumstances, with your explicit written consent;
- Where we need to carry out our legal obligations in line with our data protection policy;
- Where it is needed in the public interest, such as for equal opportunities monitoring (or in relation to our pension scheme);
- Where it is necessary to protect your interests (or someone else’s interests) and you are not capable of giving your consent.

### Criminal Convictions

We may only use information relating to criminal convictions where the law allows us to do so. This will usually be where it is necessary to carry out our legal obligations. We will only collect information about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so.

Where appropriate we will collect information about criminal convictions as part of the recruitment process or we may be notified of such information directly by you in the course of working for us.

### Sharing Data

We may need to share your data with third parties, including third party service providers where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so.

These include the following: -

- Academic or regulatory bodies to validate qualifications/experience (for example the teaching agency);
- Referees;
- our Local Authority in order to meet our legal obligations for sharing data with it ;
- Other schools;
- DBS; and
- Recruitment and supply agencies.

We may also need to share some of the above categories of personal information with other parties, such as HR consultants and professional advisers. Usually information will be



anonymised but this may not always be possible. The recipients of the information will be bound by confidentiality obligations. We may also be required to share some personal information with our regulators or as required to comply with the law.

### **Retention Periods**

Except as otherwise permitted or required by applicable law or regulation, the School only retains personal data for as long as necessary to fulfil the purposes they collected it for, as required to satisfy any legal, accounting or reporting obligations, or as necessary to resolve disputes.

Once we have finished recruitment for the role you applied for, we will then store your information in accordance with our Retention Policy. A copy can be requested by emailing [dpo@lowtonhs.wigan.sch.uk](mailto:dpo@lowtonhs.wigan.sch.uk)

### **Security**

We have put in place measures to protect the security of your information (i.e. against it being accidentally lost, used or accessed in an unauthorised way). In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. Details of these measures are available in our information security policy.

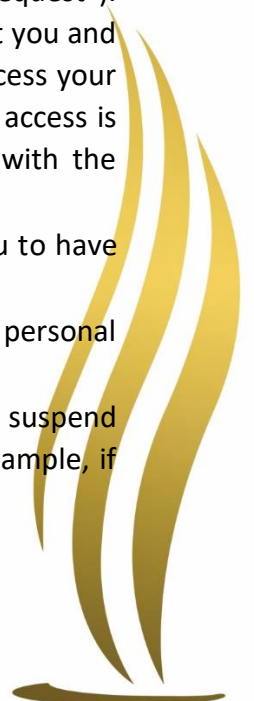
You can find further details of our security procedures within our Data Breach policy and our Information Security policy, available on request.

### **Your Rights of Access, Correction, Erasure and Restriction**

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

Under certain circumstances by law you have the right to:

- Access your personal information (commonly known as a “subject access request”). This allows you to receive a copy of the personal information we hold about you and to check we are lawfully processing it. You will not have to pay a fee to access your personal information. We may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.
- Correction of the personal information we hold about you. This enables you to have any inaccurate information we hold about you corrected.
- Erasure of your personal information. You can ask us to delete or remove personal data if there is no good reason for us continuing to process it.
- Restriction of processing your personal information. You can ask us to suspend processing personal information about you in certain circumstances, for example, if you want us to establish its accuracy before processing it.



- To object to processing in certain circumstances (for example for direct marketing purposes).
- To transfer your personal information to another party.

If you want to exercise any of the above rights, please contact the Headteacher in writing.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights).

### **Right to Withdraw Consent**

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the Network Manager ([dpo@lowtonhs.wigan.sch.uk](mailto:dpo@lowtonhs.wigan.sch.uk)) . Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

### **How to Raise a Concern**

We hope that the Network Manager can resolve any query you raise about our use of your information in the first instance.

We have appointed a data protection officer (DPO) to oversee compliance with data protection and this privacy notice. If you have any questions about how we handle your personal information which cannot be resolved by the Network Manager then you can contact the DPO on the details below: -

Data Protection Officer: Judicium Consulting Ltd

Address: 72 Cannon Street, London, EC4N 6AE

Email: [dataservices@judicium.com](mailto:dataservices@judicium.com)

Web: [www.judiciumeducation.co.uk](http://www.judiciumeducation.co.uk)

Lead Contact: Craig Stilwell

You have the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for data protection issues.

