

Candidate Information Booklet



CASUAL EXAM INVIGILATOR

Start date October 2026

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Our School

Thank you for your interest in joining our school. Please email Charlene Hall (Exams Officer) if you would like to discuss this role further or visit the school: chall@cottesloe.bucks.sch.uk

Safer Recruitment

The Cottesloe School is committed to safeguarding and promoting the welfare of children and safeguarding checks will be carried out on employees, volunteers, governors and visitors. Please see the school's current Safer Recruitment Policy, Policy on Employment of Ex-Offenders and Child Protection (Safeguarding) Policy for further information, all available on the school's website (Safeguarding Policies area).

Our School

While our postal address is Leighton Buzzard, and our postcode is LU, our school is actually situated in the picturesque rural village of Wing, in Buckinghamshire. Situated close to the border with Bedfordshire, we offer a vibrant and inspiring learning environment in a peaceful setting.

We are a caring school with a highly qualified and exceptionally committed staff, who recognise the importance of creative and challenging teaching and high professional standards. All staff and students are greatly valued and emphasis on student and staff wellbeing is central to our culture.

Ofsted Inspection Report – 17 March 2026

- Safeguarding Standards - Met
- Strong Standard - Personal development and wellbeing
- Expected Standard - Achievement
- Expected Standard - Attendance and behaviour
- Expected Standard - Curriculum and teaching
- Expected Standard - Leadership and governance
- Expected Standard - Post-16 provision

Pupils feel a strong sense of pride and belonging. For many, it 'feels like a family'. The school is a calm and warm environment. Pupils feel safe and want to attend. Pupils are motivated in their learning by knowledgeable staff. Disadvantaged pupils and those with special educational needs and/or disabilities can learn well. As a result, pupils achieve well across a breadth of different subjects and in national examinations.

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We are looking for :

- Someone to invigilate a range of school and external examinations and implement examination procedures.
- Some to ensure the proper conduct of examination candidates and ensure the smooth running of examinations.
- Someone to work as a member of the school's Casual Exam Invigilator team.
- Someone who is able to work in school regularly in order to maintain DBS Clearance.
- An interest in learning to scribe for students would be an advantage.

In return, we offer you :

- Students who are well behaved.
- An ideal casual role if you are able to work flexible hours and days as required.
- The opportunity to work in a role that supports the school to help our students achieve their best.
- A friendly and supportive team.
- School-friendly term time working.

Our support staff team :

- We currently have 34 members of staff providing wide-ranging support roles within the school including examinations, administration, financial, technical and site improvement, and 19 Assistant Teachers providing direct learning support to students.



Chromebooks

At The Cottesloe School, we're committed to providing a dynamic and engaging learning environment. Our partnership with Freedom Tech and the introduction of the Chromebook Initiative, featuring the robust Lenovo 300E, underscores this commitment. This initiative equips every student with a secure and versatile learning device, significantly enhancing both teaching and learning.

Chromebooks offer a streamlined, user-friendly experience, enabling seamless integration of digital resources into the classroom. For our teachers, this translates to:

- Direct communication with students through Gmail, ensuring timely updates and notifications.
- Effortless resource sharing and assignment management via Google Classroom, facilitating collaborative learning and efficient feedback.
- Access to a wealth of digital textbooks and subject-specific resources, enriching lesson content and supporting diverse learning styles.
- Enhanced research capabilities through instant internet access, fostering independent learning and critical thinking.
- Streamlined assessment through Google Forms, allowing for interactive quizzes and tests.

This initiative not only benefits students in the classroom but also supports homework and any future remote learning needs, empowering them to become confident and adaptable learners. We believe this technology significantly enhances our ability to deliver high-quality, innovative education.



Our Future



We have recently completed improvements to our facilities. The school has continued to grow in popularity and has met the need for more school places in North Bucks. This expansion has seen Year 7 to 11 expand to 210 students, an increase of 20 students per year group, over the coming years. This significant development has marked a milestone in the school's ongoing commitment to providing quality educational infrastructure for the growing local community.

The £3 million project, funded by the Local Authority, has delivered four new modern classrooms, a new toilet block, and a redesigned Sixth Form area, including a new Science laboratory. This expansion has successfully met the increasing demand for secondary education, enhancing the learning environment for students and staff. Prioritising environmental sustainability and collaborating with local stakeholders ensured the project's success and will continue to provide significant educational benefits to both students and the wider community.

Construction work completed in Autumn 2025 on our brand new 3G pitch which will significantly enhance both student and community life. This state-of-the-art facility will provide students with an exceptional surface for sports and physical education, promoting healthy lifestyles. Beyond school hours, the pitch will become a valuable community asset, offering local teams the opportunity to play evening and weekend sports activities, strengthening community bonds and promoting active participation.



3G Pitch



Making an Application

To apply for this position, please complete the application form available via MyNewTerm: <https://www.cottesloe.bucks.sch.uk/our-school/join-our-team>

CVs are not accepted.

Please provide comprehensive details of your education and employment history, including any unpaid or voluntary work. If there are gaps in your employment history, please explain the reasons (e.g., gap year, career break, unemployment).

Supporting Information:

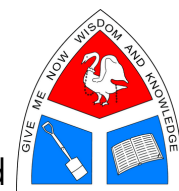
The supporting information section is crucial for demonstrating your suitability for this role. Use the job description and person specification as your guide. Provide specific examples to illustrate how you meet both the essential and desirable criteria. For teaching posts, please detail your experience in delivering teaching and learning, and explain how your contributions would raise standards at our school.

Deadline and Interviews:

The deadline for completed applications is **9:00 am on Monday 31 August 2026**, with interviews shortly after.

Feedback:

Due to the volume of applications, we regret that we are unable to provide individual feedback to applicants not selected for an interview. If your application is unsuccessful, it will be because you did not sufficiently demonstrate how you meet the essential criteria for the role.



Interview and Selection Process

Selection Process

Your application will be evaluated based on how well you demonstrate that you meet the criteria outlined in the job description and person specification. Please provide specific examples to illustrate your skills and experience in relation to each criterion, particularly the essential ones. Shortlisted candidates will receive further details about the interview process in writing.

Working with Children

As part of the selection process, you will be asked specific questions to assess your suitability to work with children. This is to ensure the safety and well-being of our students.

Equality and Fair Treatment

The Cottesloe School is committed to promoting equality and diversity in all aspects of employment. We welcome applications from all individuals and are dedicated to ensuring a fair and inclusive recruitment process. In line with the Equality Act 2010, we will make reasonable adjustments to ensure no applicant is disadvantaged. If you require any adjustments, please don't hesitate to contact us.

References

To ensure the safety and wellbeing of our students, we require at least two professional references from all applicants covering a 5-year consecutive period. One must be from your current or most recent employer. If you have previously worked with children but are not currently doing so, we also require a reference from that employer.

All shortlisted applicants will have references taken up prior to interview. Satisfactory references must be received before we confirm any offer of an appointment. References should not be addressed to "To Whom It May Concern." We will request information about your salary, length of service, skills, suitability for the job, disciplinary record, and suitability to work with children.



Pre-employment Checks

Online and Social Media Checks

We conduct publically available online and social media searches for shortlisted candidates as part of our due diligence. Any concerning information found online may be discussed with you during the interview.

Disclosure and Barring Service (DBS) Check

All positions at The Cottesloe School require an enhanced Disclosure and Barring Service (DBS) check. It is an offense to apply for this role if you are barred from working with children.

If you are shortlisted for any of our posts, you will also be required to complete a self-disclosure form as part of the recruitment process; this will not be used for shortlisting purposes.

The Cottesloe School policy requires all applicants for employment to disclose any previous unspent criminal convictions and any cautions which have not expired, or any pending prosecutions. In addition, the role you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (exceptions order 1975) which requires you to disclose all spent convictions and cautions except those which are 'protected' under Police Act 1997 - Part V and the amendments to the Exceptions Order 1975 (2013 and 2020) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account. Guidance on the filtering of 'protect' cautions and convictions which do not need to be disclosed by a job applicant can be found at DBS filtering guide - GOV.UK (www.gov.uk). The information you give will be treated as strictly confidential. Disclosure of a conviction or caution will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children are likely to make you unsuitable since this is a 'regulated position' under the Criminal Justice & Courts Services Act 2000. Failure to disclose any relevant offences or give false information will disqualify any offer of employment, or result in summary dismissal if you are in post, with possible referral to the police. Confirmation of appointment is subject to a satisfactory Enhanced DBS Certificate.

If you have lived outside the UK for six months or more within the last five years, a certificate of good conduct will be required.



Pre-employment Checks

Verification of Qualifications

To verify your qualifications, please bring original certificates with you to the interview. We will make photocopies for our records and may confirm their authenticity with the awarding bodies.

Right to Work in the United Kingdom

We are legally required to ensure that all employees have the right to work in the UK. If you are offered a position, we will ask you to provide evidence of your right to work, including photographic identification. This may include documentation related to the EU Settlement Scheme, if applicable.

Checks for Teaching Positions

For teaching positions, we conduct checks to confirm your teacher status and ensure there are no prohibition orders, failed inductions or probation periods, or historic sanctions or restrictions against you. These checks are processed through the Department for Education Employer Access - Teacher Services website.

Medical Assessment

Before confirming your appointment, we require a satisfactory medical assessment. This is to ensure your fitness for the role and to identify any potential support needs. Any recommended adjustments to your working environment will be implemented before you start.



Induction, Probation and Continuing Professional Development

Upon joining The Cottesloe School, you will receive a comprehensive induction program tailored to your role. Your line manager will guide you through the school's culture, policies, and practices, ensuring a smooth transition into your new position. You will also be provided with a copy of the New Staff Handbook, a valuable resource containing essential information for all new employees.

School Policies and Procedures

The Cottesloe School is committed to safeguarding and promoting the welfare of all students. We expect all staff, volunteers, and governors to share this commitment and adhere to our safeguarding policies and procedures. These policies cover a range of important areas, including:

- Child Protection and Safeguarding:** We have robust procedures in place to ensure the safety and well-being of our students.
- Whistleblowing:** We encourage a culture of openness and transparency, and provide clear channels for reporting any concerns.
- Codes of Conduct:** We maintain high standards of professional conduct for both teaching and support staff.
- Conduct and Discipline:** We have clear expectations for student behaviour and procedures for addressing any issues.

You will receive comprehensive information about these policies and procedures during your induction and ongoing professional development.

DBS Checks and Ongoing Responsibility All staff, volunteers, and governors undergo DBS checks every five years. It is essential that you inform the Headteacher of any changes to your DBS status or any incidents that may affect your suitability to work with children and young people.



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