



# Casual Invigilator APPLICATION PACK

Dear Colleague

Welcome to Kingsway Park High School and thank you for your interest in us.

Kingsway Park High School is proud to be a vibrant, inclusive and diverse school with approximately 1350 students, 47 different nationalities and 25 spoken languages. We have state-of-the-art facilities, and we provide an individualised and unique curriculum offer for all students regardless of their starting point, gender, ethnicity, faith or need.

We care for, nurture and develop the whole child while improving aspirations, learning and achievement for all. In addition to ensuring each student's academic potential, we also prepare them to be socially responsible citizens who can flourish in society and give back to their local community. We seek to remove any barriers of inequity, which prevent equality of opportunity so that all students can aspire and be inspired to realise their dreams.

Our school has a strong sense of community, purpose and belonging. We value our students and recognise that success looks and feels different for each one of them. However, what is consistent is our team of passionate, enthusiastic and committed staff who work relentlessly in the pursuit of excellence for the students and community we serve.

We have a strong commitment and belief in developing staff at all levels. We seek to recruit and retain colleagues whose drivers match our school ethos and are committed to their own professional development. Successful candidates will receive a high-quality induction, appraisal, continuous development programmes (including nationally recognised leadership qualifications), and opportunities to contribute to whole school impact projects throughout their Kingsway careers.

I hope you find this application pack helpful in making your decision to apply for this exciting career opportunity. If you have any questions for us, do get in touch, we are always here to help.

I would like to thank you for your application, investment of time and - whatever the outcome - I wish you well in the future.

Yours sincerely



**Simon Ward**  
**Headteacher**

# Making your application

I hope that when you read this pack you are inspired to apply for the post.

## Application

- To apply, please visit our website and apply through **My New Term**.
- Our website: [Our Vacancies - Altus Education Partnership](#)
- Provide a supporting statement of no more than two sides of A4, addressing the criteria in the person specification.

## Deadline

The deadline for the post is **Wednesday 25<sup>th</sup> February 2026** (to arrive no later than 12.00 midday). Interviews are to place week commencing 2<sup>nd</sup> March 2026.

## Shortlisting

Regrettably, we are unable to inform candidates who have not been shortlisted. If you do not hear from us, please consider your application unsuccessful this time.

## Salary

The post will be paid at £12.60 per hour and timesheets must be submitted for all hours worked.

## Start Date

**As soon as possible**

## For an Application Pack

1. Visit [www.altusep.com](http://www.altusep.com)
2. Contact Caroline Sullivan – HR Officer: [recruitment@altusep.com](mailto:recruitment@altusep.com)
3. Telephone 01706 769835

## Reward Package & Additional Benefits

We offer a comprehensive package, including membership of our outstanding Teachers' Pension Scheme; our 'Employee Benefits Programme' which provides a range of options including:

- Our Cycle to Work Salary Sacrifice Scheme
- Free access to Employee Assistance Programme, offering guidance, support and counselling on a range of subjects
- Generous holiday entitlement

*Altus Education Partnership is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This position is subject to an Enhanced DBS check under the Rehabilitation of Offenders Act 1974. In accordance with the recommendations set out in KCSIE the Trust carries out online searches on shortlisted candidates. It is also Trust policy to contact at least 1 reference prior to interview.*

# Background Information

## Kingsway Park High School

Kingsway Park High School joined the Altus Education Partnership in February 2022. KPHS students live in and travel to us from communities all over Rochdale and the surrounding areas. We are very proud of the high-quality facilities, resources, and environment that we provide for both staff and students.

We hold our school values of **Trust, Professionalism, Integrity, Respect, Kindness and Effective Communication** at the core of everything we expect from our students. Students are awarded when they consistently demonstrate our values.

If you would like to visit the school to get a feel of who we are and where we are going, we would warmly welcome you.

## Altus Education Partnership

Altus Education Partnership is a Multi Academy Trust and was established in 2017 through Rochdale Sixth Form College, an Ofsted Outstanding provider, and grew from the Trust's desire to improve education in the borough of Rochdale as a whole.

The Trust currently comprises five academies, including ourselves. The other four academies are:

- **Rochdale Sixth Form College**, opened in 2010 to address the significant underachievement in A level performance in the borough. Since then, it has dramatically raised achievement in the area and is recognised nationally as a centre of excellence. The College is Ofsted Outstanding, Sixth Form College of the Year 2021, and regularly ranks among the highest performing colleges in the country in both the DfE's Performance Tables and the National Achievement Rate Tables.
- **Edgar Wood Academy** opened in 2021 under Wave 13 of the Free Schools Programme. While the school was judged Requires Improvement at its first inspection, Ofsted has since recognised that the school is improving, and we are confident in the direction of travel. The Academy is building a strong reputation locally and benefits from a committed staff and leadership team focused on rapid progress.
- **Bamford Academy** is an Ofsted-rated Good primary school providing a caring and nurturing environment. It is a popular first choice for many families in the area.
- **Caldershaw Primary School** joined the Trust on 1 July 2025. It is Ofsted Outstanding and one of the most oversubscribed primary schools in Greater Manchester.

Altus is on the cusp of further growth, with three additional schools currently considering academisation in the autumn term.

We also benefit from strong local partnerships. Most notably, and uniquely within the post-16 sector, Altus has a Memorandum of Understanding with Hopwood Hall College, coordinating curriculum and supporting seamless transition for students into post-16 education.

# Role Description

<b>Job Title:</b>	Casual Invigilator
<b>Reports to:</b>	Exams Manager
<b>Contract:</b>	Casual
<b>Salary:</b>	£12.60 per hour
<b>Start Date:</b>	As soon as possible

## Overall Purpose of the Post

- To provide invigilation and administration assistance to the examination's office in accordance with the JCQ, awarding body and Kingsway Park High School
- To provide support as a reader/scribe or invigilator for students on an individual or small group basis (only when TAs aren't available).
- To work flexibly during the peak examination series including November, December, January, May and June.

## Key Duties

- Under direction of examinations staff, to take responsibility for the conduct of examination sessions in the presence of candidates
- To ensure at all times the safe custody of question papers and other examination materials
- To ensure that examination rooms are adequately prepared for examination purposes and ready to admit candidates at a scheduled time
- To ensure all rules and regulations relating to the conduct of examinations are strictly applied and followed
- To deal with any emergencies that arise during the examination
- To act as reader/scribe or invigilator for a student requiring a reader or scribe
- To undertake supervision of clash candidates
- To assist in collating scripts for sending to Awarding Bodies
- Any associated duties that may be assigned by the examination team

## Support for the School

The Invigilator will:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
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- Be aware of and support difference to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural linguistic, religious and ethnic background;
- Attend and participate in meetings/training as required.

## Other:

- The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. An enhanced DBS check will be carried out on the successful candidate.
- The Trust is committed to equal opportunities for all.
- The successful candidate will be required to complete a satisfactory medical screening assessment and provide two satisfactory references, identity check and right to work.
- The terms and conditions are specified within the contract of employment.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

# Person Specification

		Assessed by:	
No.	CATEGORIES	App Form	Interview
ESSENTIAL CRITERIA			
2.	Good written and oral communication skills	√	√
3.	Ability to issue instructions to a wide range of examination candidates in a confident manner	√	√
5.	Willingness to maintain confidentiality on all school matters	√	√
6.	Ability to work effectively and supportively as a member of the invigilation team	√	√
7.	Willingness to work flexibly until all exams papers have been collated and are ready for posting	√	√
8.	Well-presented and professional manner	√	√
9.	Demonstrable commitment to equal opportunities	√	√
10.	Willingness and ability to adapt to a wide range of duties in response to changing circumstances	√	√
11.	Flexibility in working hours throughout the peak exam series (November, December, January, May and June)	√	√
DESIRABLE CRITERIA			
12.	Experience of supporting students in a classroom environment, including those with special educational needs	√	√
13.	Committed to continuing personal and professional development	√	√





Kingsway Park  
HIGH SCHOOL

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