



PARK LANE
A C A D E M Y

Respect | Ambition | Pride

APPLICATION PACK

Exam Invigilator
(£12.65 p/hr)
Start Date: ASAP

Respect - Ambition - Pride





PARK LANE
A C A D E M Y

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- Submit your application asap
- If you have any queries regarding the application process please contact our HR on 01422 362215 or jdungan@parklane.spacademies.org
- Ongoing recruitment to 31st July 2026



WELCOME

Dear Potential Colleague,

Firstly, thank you for your interest in working at Park Lane Academy a proud member of the highly regarded South Pennine Academies Trust. If you're impressed by our exciting work over the last two years, understand our vision and want to be a part of our exciting '**Journey to Good**', then we are keen to hear from you.

Park Lane Academy was inspected by Ofsted in October 2022 and we were described as an 'improving school' where leaders act with integrity and are focused on creating an inclusive school and a place where pupils talk positively about the changes that they are seeing.

Our motivation is to continue our transformational journey with our mission to strive for excellence in everything that we do. At PLA we ensure that positive relationships are at the core of what we do each and every day underpinned by our core values of Respect, Ambition and Pride as we passionately believe that, as educators, we have a powerful role to play to inspire our students to be the best they can be.

We are looking for a passionate, energetic and dedicated candidate with a strong character and someone who has the ability to motivate and inspire our students to achieve their full potential. Most importantly we are keen to hear from candidates that are driven by a strong sense of purpose and the genuine ambition to help the academy drive standards and turn our vision into reality.

If this is a position that appeals to you and you have the passion to make a positive difference to the life chances of our students, we would very much look forward to hearing from you.

If you wish to discuss any of the opportunities we have on offer, please contact us at jdungan@parklane.spacademies.org or call 01422 362215. Please also visit our website www.parklane.org.uk and our social media pages to learn more about life at PLA.

Yours faithfully,

Mr Stuart Hillary
Principal

ABOUT PARK LANE ACADEMY

OUR VISION AND VALUES

Our **vision** is to maximise every child's potential to ensure we can say

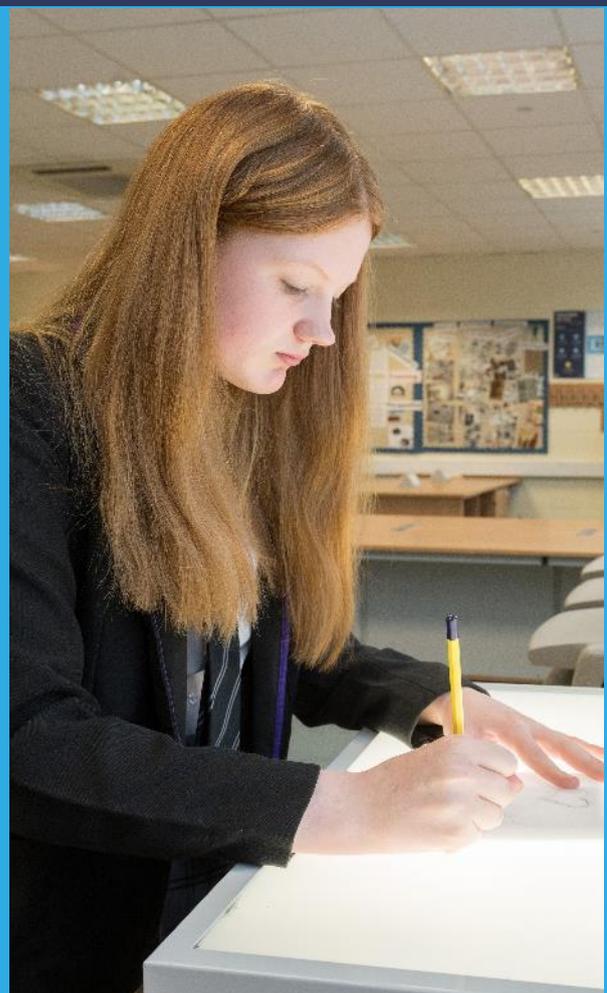
“WE GAVE EVERY STUDENT THEIR GCSE PASSPORT TO SUCCESS.”



Our core **values** of Respect, Ambition and Pride underpin everything that we do, and we passionately believe that, as educators, we have the power and responsibility to inspire our students to be the best they can be - to enable our learners to pursue their dreams and achieve their passports to success.

WHY JOIN US

1. **Culture:** We are a small school but have the culture of a big family - small school, big family!
2. **Relationships:** Positive relationships are at the core of what we do each and every day underpinned by our core values of Respect, Ambition and Pride, creating a positive environment for learning.
3. **High expectations:** The academy has structured routines and high expectations of both staff and students.
4. **Equality:** Staff work extremely hard as a team to meet the needs of ALL students.
5. **Moral purpose:** We pride ourselves on being non-selective and this reflects our moral purpose and commitment to our local community.
6. **Attendance:** Our students enjoy coming to school, attendance is above national average and outcomes have improved year on year.
7. **CPD:** We invest in all staff and offer bespoke CPD to provide opportunities for progression.
8. **Leadership:** Senior leaders are highly visible, supportive and have an open-door policy.

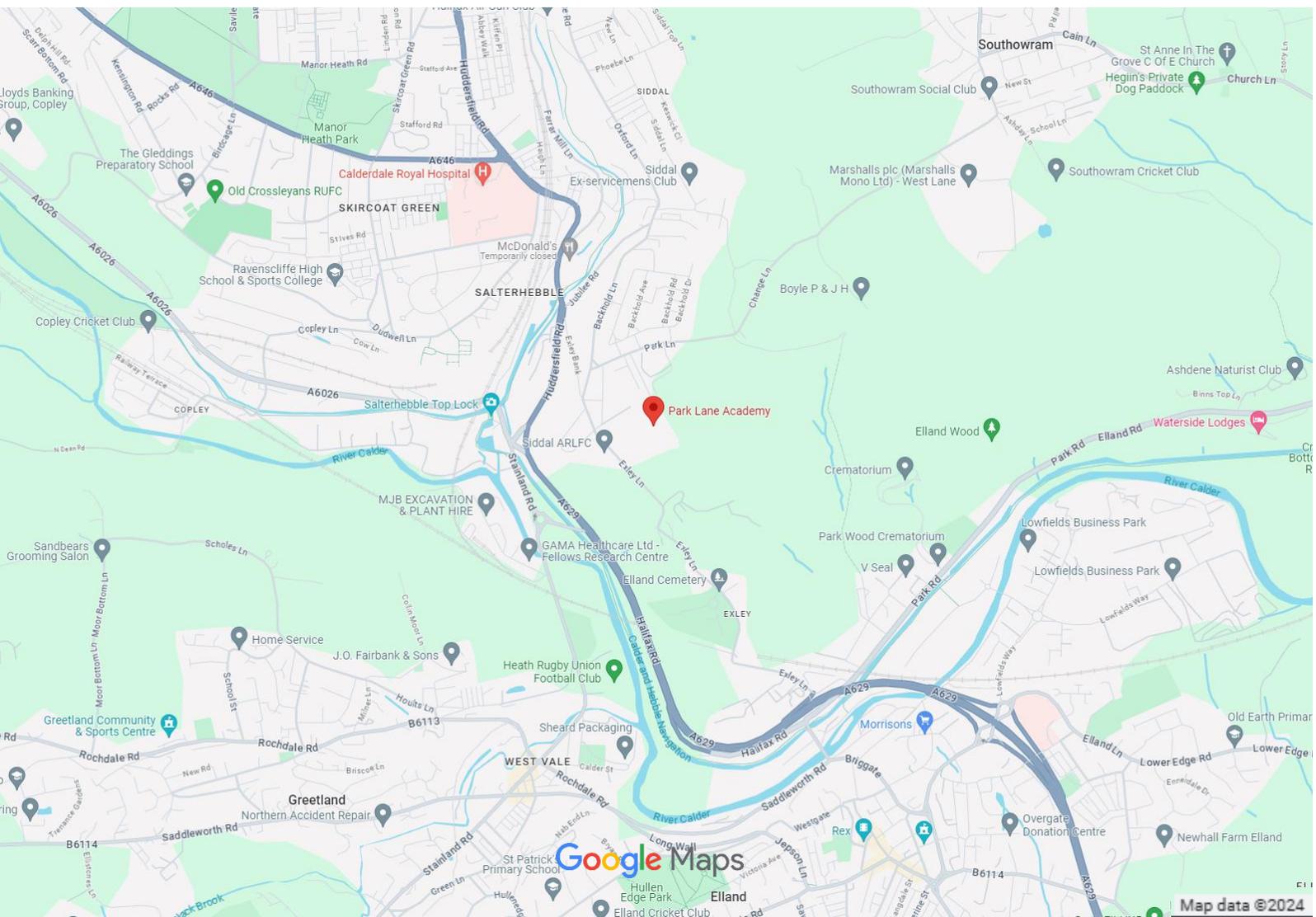


OVERVIEW OF THE DEPARTMENT:

We seek to appoint a number of Examination Invigilators to work as part of a team throughout the academic year, on a casual basis. The main exam season runs from Easter to July, with internal exams running from January.

If you're enthusiastic about this role, understand our vision, and want to be part of our exceptional academy, then we would welcome your application.

HOW TO FIND US



HOW TO APPLY

- Thank you for taking time to read about the Academy and Trust. If you wish to apply you should;
- Complete the application form fully, via My New Term www.mynewterm.com ensuring all details are accurate and all declarations are signed.
- Please ensure you enclose at least two professional referees with one being your current employer and any other employers in the last two years (with email addresses if possible).
- Do not enclose additional CVs.
- Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the person specification and the unique contribution that you could make to the future success of our Trust.
- Please ensure that you also include information on how you will develop the role and how your previous experience has equipped you for this.

The Academy is committed to safeguarding and promoting the welfare of all students and staff must share this commitment. Appointment is subject to a satisfactory enhanced Disclosure & Barring service check and the Academy's Safer Recruitment policy and procedures. Please note two references will be taken up prior to the interview process, please ensure your referees are prepared and aware of your application.



JOB DESCRIPTION

Exam Invigilator

Reporting to: Exams Officer

Salary: £12.65 p/hr

Term: Casual

Location: School Based

Purpose of Job

To supervise and administer online and paper-based examinations, both internal and external, in accordance with Academy and Examination Board rules, regulations, policies and procedures, to maintain the integrity and security of the examination process.

Duties & Responsibilities

- To collect all examination paperwork from the Examination Office prior to commencement of the examinations being supervised
- To be responsible for setting up the examination room and ensuring it is ready to admit candidates at the required time
- To supervise candidates from entry to the Examination Room until they are allowed to leave the room including candidate identity checks
- To ensure candidates are fully aware of the regulations relating to their examinations and that they are strictly applied and followed
- To challenge effectively where procedures appear to be breached
- To report any irregularities that may occur
- To be aware of any needs that candidates may have during an examination
- To collect and collate scripts on completion of examinations and return them to the Exams Officer
- To maintain a high level of security and confidentiality
- To be able to challenge effectively but without confrontation
- To undertake associated activities that may be required

PERSON SPECIFICATION

E = Essential
D = Desirable

A = Application Stage
I = Interview and Assessment stage
R = References

Relevant Experience

Experience of supervising staff or young people	D	A,I,R
Experience of interacting with and working with children and/or young people	D	R,I

Education & Training Attainments

Level 2 Qualification in English and Maths	E	A
Excellent communication and interpersonal skills	E	A

Skills & Abilities

Excellent communication and interpersonal skills	E	R,I
Attention to detail	E	I
Good organisational and time management skills	E	A
Good administrative and record keeping skills	E	A,I,R
Able to work flexibly	E	A,I
Excellent standard of written and oral communication	E	A,I
Punctual and reliable	E	A,I

Any additional factors

Promotes personal commitment to safeguarding and promoting the rights and welfare of young people	E	I
Commitment to promoting the health, safety and welfare of the academy	E	A
To have a flexible approach to accommodate the changing needs of the academy	E	A,I

SAFEGUARDING NOTICE

Important Safeguarding Notice/ Statement of Intent

As part of your wider duties and responsibilities you are required to promote and actively support the Trusts responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable

South Pennine Academies is committed to ensuring a culture of safer recruitment and as part of that implement recruitment procedures that deter, reject or identify people who might abuse children. All Academies across the Trust adopt a consistent and rigorous approach in the recruitment and selection processes, with the aim of ensuring that those recruited are suitable for such an important and responsible role. The purpose of safer recruitment is ultimately to:



- **Deter:** From the beginning of the recruitment process, it is important to send the right message – that the organisation has a rigorous recruitment process and does not tolerate any form of abuse. Wording in adverts and recruitment information must aim to deter potential abusers.
- **Identify and Reject:** It will not always be possible to deter potential abusers. Therefore, careful planning for the interview and selection stage, in terms of asking the right questions, setting appropriate tasks and obtaining the right information can assist in finding out who is suitable for the role and who is not.
- **Induct:** Induction is an essential part of our recruitment process, we ensure that comprehensive induction processes are in place, together with appropriate policies and procedures, raising awareness through staff training and generally developing and maintaining a safe culture within the organisation will all help to prevent abuse or identify potential abusers. The Academy is committed to safeguarding and promoting the welfare of all students and staff must share this commitment. Appointment is subject to a satisfactory enhanced Disclosure & Barring service check and the Academy's Safer Recruitment policy and procedures. Please note two references will be taken up prior to the interview process, please ensure your referees are prepared and aware of your application.

The intention of this policy is to ensure that all stages of the recruitment process contain measures to deter, identify, prevent and reject unsuitable people from gaining access to pupils within the organisation. The policy and the practical implementation of recruitment and selection processes also aim to meet all legislative requirements, any statutory or other guidance that may from time to time be issued in order to keep children safe and safer recruitment in education, as well as principles of general good practice.

As part of our shortlisting process, in accordance with KCSIE Guidance, an online search will be completed on all shortlisted candidates.

Equality

The Board of Trustees and school are committed to a policy of equality and aims to ensure that no employee, job applicant, pupil or other member of the school community is treated less favourably on grounds of sex, race, colour, ethnic or national origin, marital status, age, sexual orientation, disability or religious belief. Any behaviour, comments or attitudes that undermine or threaten an individual's self-esteem on these grounds will not be tolerated.

We aim to provide equal access to high quality educational opportunities and to ensure that everyone feels that they are a valued member of the school community. We seek to provide a safe and happy environment where all can flourish and where cultural diversity is celebrated.

Disabled applicants

Disabled applicants are guaranteed an interview if they meet the essential requirements of the Personnel Specification. As an equal rights employer our school is committed to make any necessary reasonable adjustments to the selection process, the job role and the working environment that would enable access to employment opportunities for disabled people. Where a disabled applicant is being assessed the selection panel's decisions will be based on an assessment of that person's expected capabilities once reasonable adjustments have been made.

Privacy notice

Our school aims to ensure that all personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) (EU 2016/679) and the provisions of the Data Protection Act 2018 (DPA 2018). This policy applies to all personal data, regardless of whether it is in paper or electronic format. For further information please see the full privacy policy on our school website.



Park Lane, Exley, Halifax, HX3 9LG
Telephone: 01422 362215,
Email: admin@parklane.spacademies.org
Website: parklane.org.uk



**South
Pennine
Academies**

An excellent education for everyone

PARTNERS OF THE SPA TRUST

South Pennine Academies is a charitable multi academy trust established in 2012. We currently work with eleven primary and secondary converter and sponsored academies located in Calderdale, Kirklees and Oldham. The Trust also operates Huddersfield Horizon SCITT, rated a good ITT provider by Ofsted.

The team at South Pennine Academies are committed to delivering school improvement through the development of effective partnerships with our academies, the communities we serve and external organisations. Our academies are an integral part of their local communities. We value the diversity and distinctive opportunities that working within our local communities brings. Development of local solutions to meet local needs is a key aspect of our work.

BENEFITS OF JOINING THE TRUST (excluding casual workers):

- **Professional Development** - The Trust is committed to developing all staff within their roles and creating continued fantastic opportunities for further career progression.
- **Pension** – Every employee of South Pennine Academies has access to the Teachers' Pension Scheme or the Local Government Pension Scheme.
- **Wellbeing Benefits** – Through our wellbeing provider, Smart Clinic, staff can access a number of generous wellbeing benefits including physiotherapy, 24-hour GP helpline, cancer support, stress counselling support and weight management.
- **Free Will writing service** – Provided via solicitors Dunham McCarthy – a free and completely confidential service for all SPA employees. The free service is provided remotely, either by telephone or video call, at a time to suit you. You will have an adviser to help you complete each step from start to finish.
- **Cycle to Work Scheme** – The Trust has registered to join this scheme as a provider for staff to be able to take advantage of the salary sacrifice tax-relief arrangement. For more information, eligibility criteria and details of how to apply, please contact the central HR team.
- **Annual Flu Vaccinations** – Annual Flu vaccinations offered to staff either by visit from nurse on site or via vouchers, accepted at various GP surgeries or pharmacies
- **Flexible Days** – Our Trust is trialing a Scheme which allows all staff up to 2 days paid time off during term time for life events



PARK LANE ACADEMY

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