



BRADON FOREST SCHOOL

Challenge, aspiration, respect, resilience and excellence



EXAM INVIGILATOR

THE ATHELSTAN TRUST



BRADON FOREST SCHOOL
T: 01793 770570 F: 01793 771063
enquiry@bradonforest.wilts.sch.uk
www.bradonforest.org.uk



A charitable company limited by guarantee, registered in England & Wales, as Athelstan Trust Company No: 7699625



Welcome to the Athelstan Trust.

Our Multi-Academy Trust is an organisation in which children, staff and parents can feel part of a caring, collaborative and excellent community.

We comprise of six secondary schools and four primary schools across Wiltshire, Gloucestershire and South Gloucestershire.

Established in 2015, the Athelstan Trust aims to achieve the best for, and from, each child. We enable each child to realise their full academic, creative and physical potential and to develop positive social and moral values.

Believing that successful schools are rooted in their local community, we respect and value the individual nature and ethos of our schools while knowing we are more effective when we work together and support each other. Celebrating spiritual and creative diversity, success, and lifelong learning is important to us. We are inclusive and collaborative and promote a culture of openness and integrity.

We are absolutely committed to raising educational standards for all the children in our schools. We believe in developing the talents and skills of all our staff and students.

We seek applicants who share our vision and values.

We look forward to receiving your application.

Best wishes,



Matthew Evans
Chief Executive Officer
The Athelstan Trust





Bradon Forest School is a well-respected and popular 11 - 16 comprehensive and our catchment area takes from rural and urban communities. The school is well situated just north of the M4 (J16), within easy travelling distance of Bristol, Bath, and Swindon and on the edge of the Cotswolds.

As a member of our Athelstan Trust, you will benefit from:

- Being part of a trust that is absolutely committed to raising educational standards for all the children in our schools.
- Our commitment to developing the talents and skills of all our staff throughout their career.
- Being part of a caring, collaborative and excellent community.

About this Role:

The Exam Invigilator is to work as part of our friendly and experienced team at various times throughout the academic year for both PPE and GCSE examinations. The main times of the year will be February-March, May-July and October-November. Employment is on a casual basis. No previous experience is necessary, as full training will be given.

We are a flexible working employer, and we are willing to make any reasonable adjustments you require during your interview so please ask us.

The Athelstan Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check along with standard pre-employment safeguarding checks. As the role includes working with children, it is exempt from the Rehabilitation of Offenders Act 1974. Applicants must, therefore, disclose all spent and unspent convictions. References will be sought for shortlisted candidates before interview. Please also be aware that you will be subject to an online check (see information below) and that you may be questioned about the findings of such a check at your interview.

Early applications are encouraged and we reserve the right to close the vacancy if a suitable candidate is found.

Our Philosophy as an Employer

The Athelstan Trust is absolutely committed to raising educational standards for all the children in our schools. In order to do this, we need to recruit the best staff who are committed to our vision and values.

We aim to be the employer of choice in our area and genuinely believe that all roles in our organisation can be carried out within a flexible working model. Working in schools should be seen as part of a rich fulfilling life and not a barrier to it. We will always consider a flexible working option for every post.

We understand that we need to support staff to achieve our goals and have in place a professional development programme that offers internal and external opportunities to develop the talents and skills of all our staff.

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We seek applicants for our roles who share our vision and values.

Why work for us?

- Internal career opportunities.
- Good opportunities for personal and career development.
- Employee assistance programme.
- Flexible working opportunities and a genuine commitment to family and work/life balance.
- The opportunity of working within a supportive, friendly environment in this well-run and respected school.
- Nationally negotiated cost of living pay.
- Automatic enrolment to the teacher or local government pension schemes.
- Generous holiday allowance for support staff.
- Recognition of local government continuous service.
- Cycle to Work scheme.





Dear Candidate

Thank you for your interest in the role of Attendance Assistant/First Aider at Bradon Forest School. This is an exciting opportunity to work in an experienced, cohesive team in a school that values personal development and well-being.

Part of The Athelstan Trust, Bradon Forest School is a very well-established and respected comprehensive secondary school. Situated in the rural village of Purton, we draw from a wide catchment across Wiltshire and Swindon and we are very proud of our welcoming, respectful community.

Bradon Forest is an inclusive community that prides itself on delivering an excellent education. We believe students and staff should feel valued and be challenged to fulfill their potential through the development of their individual talents and skills. Our Ofsted report in 2023 was very complimentary about the school's strengths and staff are clear that in the current educational climate, Bradon Forest, a place where wellbeing is actively considered, is a great place to work!

I joined the school in September 2021 having worked in two other schools in the trust; The Athelstan Trust core values of 'care, collaboration and excellence' are at the heart of my leadership. We are therefore looking for a dedicated Exam Invigilator that has high expectations of themselves, thrives by working as part of a team to support our students and to contribute to the smooth running of the school. In return we can offer you an excellent working environment, collaboration with staff in similar roles across the trust and varied opportunities for your own personal development You will find us supportive, response and caring in our approach to staff wellbeing.

Please read the relevant sections of the website, the job description and contact HR Lead, Mrs Julie Daws, if you would like to discuss the role further or visit the school.

I look forward to hearing from you.



Sarah Haines
Headteacher





BRADON FOREST SCHOOL
JOB DESCRIPTION – EXAM INVIGILATOR

Location: Based at Bradon Forest School, Purton

Salary: £12.85 per hour

Contract Type: Casual hours throughout the year

JOB OVERVIEW

We are seeking to appoint Exam Invigilators to work as part of our friendly and experienced team at various times throughout the academic year for both PPE and GCSE examinations. The main times of the year will be February-March, May-July and October-November. Employment is on a casual basis. No previous experience is necessary, as full training will be given.

JOB REQUIREMENTS

The ideal candidate needs to be flexible in their hours of work, punctual, reliable and have an interest in working alongside young people. They will be a confident communicator with both students and staff and able to work under pressure to tight timescales.

In addition to the main cohort of students where the Invigilator will be working alongside other team members in the Gym, we run additional satellite rooms throughout the school to cater for students with access arrangements. The successful candidate will need to feel comfortable in running one of these smaller exam rooms (up to 18 students), or to assist with a 1:1 situation where a student may require additional support from the invigilator such as scribing/reading for them if requested. Full training will be given.

The candidate would need to be available for an 8.30am start for the morning exams and 1pm start for the afternoon exams. The exams can vary in length, so flexibility is a must.

The Joint Council for Qualifications stipulates that Invigilators must:

- ensure all candidates have an equal opportunity to demonstrate their abilities.
- ensure the security of the examination before, during and after the examination.
- prevent possible candidate malpractice.
- prevent possible administrative failures.
- liaise with the examination officer and senior invigilator with any concerns including safeguarding issues.





Bradon Forest School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an enhanced Disclosure & Barring check along with other relevant employment checks.

Qualifications, Knowledge & Skills

- Previous experience working with children.
- A proven ability to work on their own initiative.
- A high level of communication skills and the ability to relate positively to children and adults.
- The ability to use relevant technology/equipment.
- A can-do attitude.
- A commitment to happiness, well-being, self-esteem and progress of everyone at school.

Team Working and Personal Development

- To support the school's mission, vision, values and objectives
- To ensure that reasonable care is always taken for the health, safety and welfare of yourself and other persons in line with the Trust Health and Safety policy
- To work co-operatively with colleagues to achieve the aims and objectives of the post and the school.
- To participate positively in the implementation of new working methods and practices as required

Safeguarding

- To promote and safeguard the welfare of all children and young people that you are responsible for or encounter.
- Staff must work in accordance with the Southwest Child Protection procedures and Safeguarding Policy and understand their role within that Policy.

Health and Safety

To ensure that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger the postholder or others; to report to the line manager any dangerous situations in the workplace or any perceived shortcomings in health and safety arrangements.





OUR VALUES

WE CHALLENGE OURSELVES TO BE GREAT LEARNERS



WE HAVE ASPIRATIONS FOR OUR FUTURES



WE RESPECT OURSELVES AND OTHERS AND SHOW RESILIENCE WHEN WE FALTER



WE STRIVE FOR EXCELLENCE IN ALL THAT WE DO BOTH INSIDE AND OUTSIDE THE CLASSROOM

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