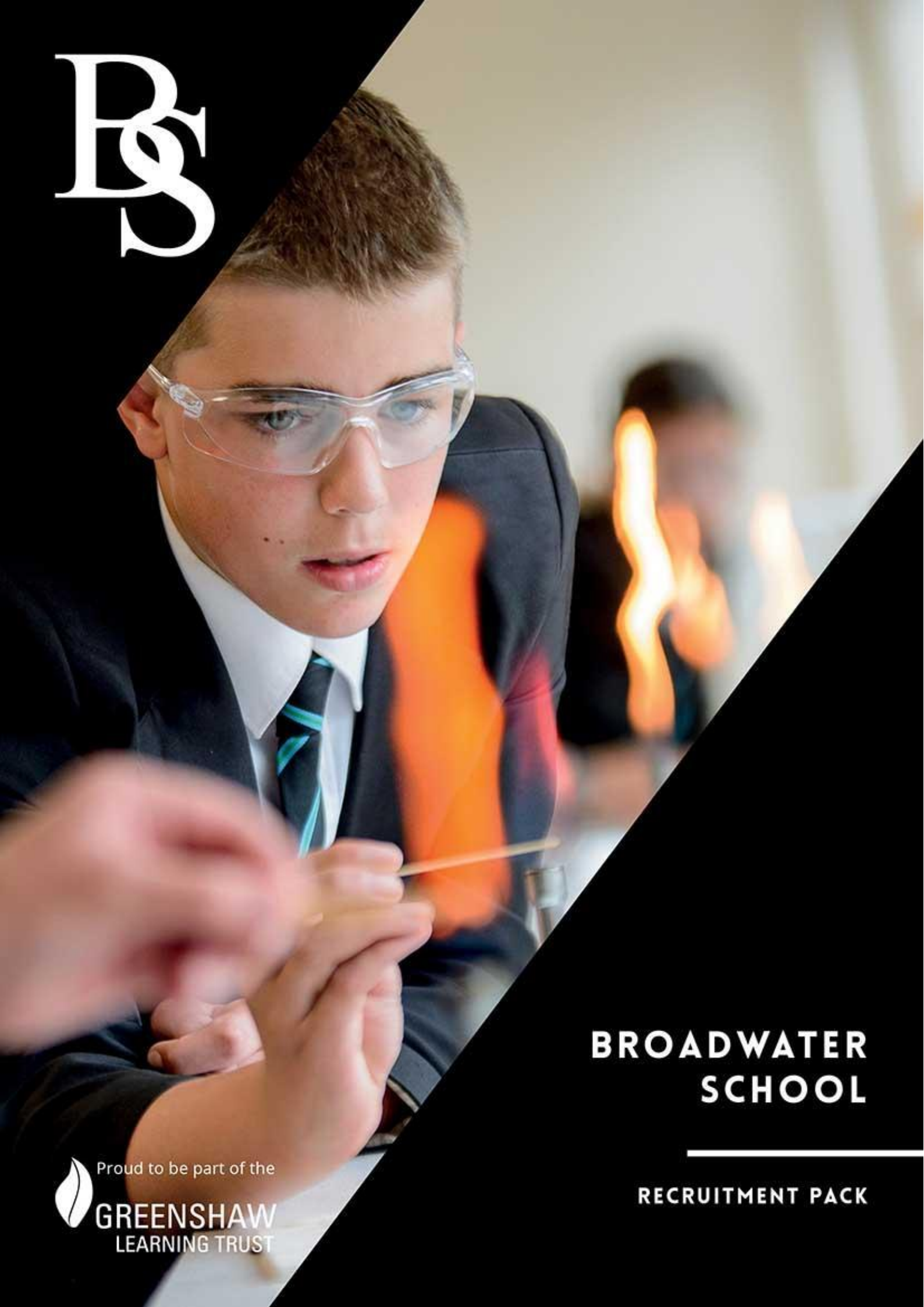




BS

BROADWATER SCHOOL



Proud to be part of the

GREENSHAW
LEARNING TRUST

RECRUITMENT PACK



Broadwater School
Summers Road
Godalming
Surrey
GU7 3BW

Telephone: 01483 414516
E-mail: admin@broadwater.surrey.sch.uk

Dear candidate

Thank you for your interest in the role of Exam Invigilator at Broadwater School.

This is a unique and exciting opportunity for an Exam Invigilator to join Broadwater School and contribute to improving the life chances of young people both within the school and across our Trust.

Our standards are exceptionally high. Classrooms are disruption-free, pupils are hardworking and polite, and they genuinely want to make a difference for themselves and those around them. Our outcomes are well above the national average with 38% of results graded 7-9. (Nat ave.22.6%.) Our last official Progress 8 score of +0.73 places us in the top 7% of schools nationally, and we expect standards to rise even further.

Broadwater's journey of success has been described as extraordinary. As our reputation has grown, so has our popularity within the local community, resulting in waiting lists for every year group. We are fortunate to enjoy strong, positive relationships with our families and wider stakeholders.

Our most recent Ofsted inspection (July 2023) described the school as calm and orderly, and visitors often comment that Broadwater feels like a genuinely happy school. Our core values of *Work Hard, Be Kind, Make a Difference* are at the heart of everything we do.

We offer a rich and varied personal development programme alongside a vibrant extra-curricular offer. These are central to our school culture and highly valued by our students and families. Every member of staff plays a part in making this provision exceptional, and we are always looking for ways to enhance it further. More information can be found on our website.

We are proud members of the Greenshaw Learning Trust, a family of like-minded schools that work together to provide mutual support, share best practice and learn from one another, while maintaining and developing our own unique identity.

We place a strong emphasis on staff development and wellbeing, recognising that our success is built on the commitment and expertise of our team. As part of a thriving Trust, colleagues benefit from high-quality professional development, opportunities for collaboration and clear pathways for career progression. Our staff frequently tell us that Broadwater is a place where they feel valued, supported and inspired to do their best work.

The Greenshaw Learning Trust is a vibrant and forward-thinking community of teachers, support staff and learners who are committed to educating the whole child, improving life chances and securing the best possible outcomes

for every student. We encourage all young people to work hard and make the most of the opportunities available to them. Our dedicated staff model and inspire a love of learning, both within and beyond the classroom.

As one of the highest-performing multi-academy trusts in the country, we have schools across South London, Berkshire, Surrey, Gloucestershire, South Gloucestershire and Plymouth, with new schools joining us regularly as we continue to grow.

We are committed to being an inclusive and diverse employer and we warmly welcome applications from underrepresented groups. We recognise the importance of work-life balance and support flexible working arrangements across our schools and Shared Services teams. Our aim is to create the conditions in which colleagues can thrive and deliver exceptional outcomes for the young people and communities we serve.

To learn more about life at the Greenshaw Learning Trust, please download our *Why You Should Work for GLT* brochure, available on our jobs portal.

Broadwater School is committed to safeguarding and promoting the welfare of children and young people, therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The school website provides a clear picture of our aspirations and our vision: however, please do not hesitate to contact us to seek further information from our School HR Manager, Karen Carling: kcarling@broadwater.surrey.sch.uk. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

Yours sincerely

Lizzi Matthews, Headteacher

ABOUT OUR SCHOOL

At Broadwater, we have built our ethos on a strong set of core values which underpin everything that we do. Our aim is to give students at Broadwater a better chance of success than if they attended any other school in the country.

Ambition, excellence and pride run through all aspects of school life.

Ambition

We have a strong desire and determination to achieve success. We believe there are no limits to what can be achieved. We do what it takes for as long as it takes. In other words, we go for it every day!

Excellence

We strive for greatness in everything we set our minds to. We endeavour to do our very best and excel in all aspects of school life.

Pride

We are 'fiercely' proud of ourselves, our school, our community and our Trust. We hold our heads high and feel a sense of togetherness and joy in our school.

TERMS AND CONDITIONS

CONTRACT

Casual

SALARY

- Salary calculated in line with NJC pay scale, points 3, £26,367 per annum Full Time Equivalent £14.05 per hour

HOURS OF WORK

Casual

PLACE OF WORK

Broadwater School, Summers Road, Godalming, Surrey, GU7 3BW.

PENSION SCHEME

- Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org>
- GLT will recognise continuous local government service for redundancy purposes in line with the Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Order 1999.

HOLIDAY ENTITLEMENT

- The postholder will be paid 12.07% holiday pay

PROBATION PERIOD

New employees are required to complete a six-month probationary period.

STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.

JOB DESCRIPTION

Post:	Exam Invigilator
Responsible to:	Exam Officer
Responsible for:	N/A

ROLE OVERVIEW

We are looking for an enthusiastic Exam Invigilator to conduct examinations in accordance with the Joint Council for Qualifications (JCQ), Awarding Bodies and the Examinations Team instructions. To play a “key role in upholding the integrity of the external examination/assessment process.

MAIN DUTIES AND RESPONSIBILITIES

- 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.
- Admit Students into exam rooms under formal exam conditions.
- Identify Students and seat according to the required arrangements.
- Distribute the correct question papers and exam materials to students.
- Instruct students in the conduct of their exams.
- Deal with questions from students.
- Supervise and observe students at all times and be vigilant throughout exams
- Keep disruption in exam rooms to a minimum
- Deal with emergencies or irregularities effectively
- Patrol through the examination venue throughout the examination in a discreet manner
- Ensure that examination desks are clear of graffiti
- Escort students to and from the toilet, if required

SAFEGUARDING

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school.
- Comply with the school's Safeguarding Policy to ensure the welfare of children and young persons.
- Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

The duties and responsibilities in this job description are not restrictive and you may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples, within their application.

	Essential	Desirable
Qualifications and training		
GCSE English and Maths which must include at least a Grade C/4	x	
Willingness to undertake further CPD.	x	
Skills and experience		
Excellent interpersonal and teamwork skills	x	
Excellent communicator – sensitive, compassionate and effective	x	
Outstanding organisational skills to ensure efficient and effective implementation of the role	x	
Experience of working with young people		x
Personal attributes		
Able to establish good working relationships with a wide range of people - students, colleagues and parents	x	
A willingness to become involved in all aspects of school life	x	
Committed to the safeguarding of children	x	

THE RECRUITMENT PROCESS

APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the GLT website. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application. You will have the opportunity to upload additional documents in support of your application if required.

Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

Applications must be received no later than 11.59pm on 25th September 2026. Applications received after this date will not be considered. We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

INTERVIEW PROCESS

Interviews TBC.. Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification.

TAKING UP POST

The successful applicant will take up the post ASAP.



FURTHER INFORMATION

Thank you for your interest in working at Yate Academy as part of Greenshaw Learning Trust.

Should you need any further information, please contact
NAME AND EMAIL ADDRESS



**GREENSHAW
LEARNING TRUST**



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7 Throwley Way,
Sutton SM1 4AF



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