



# Exam Invigilator

## Candidate Information Pack



**Sackville School**

TOGETHER WE ACHIEVE

Dear Applicant,

We are delighted that you are looking to join our team.

Sackville is a vibrant school, with supportive families, colleagues and students who behave well and are a genuine delight to be around. This is a harmonious and happy place to work, with colleagues who want the very best for our students and work hard to achieve it. Our motto of 'Together We Achieve' very much resonates throughout the school.

Our academic standards are high, and our students make good progress with Progress 8 consistently being above average. We regularly have students achieve places at Oxbridge, with many more going on to Russell Group and other universities. However, as a truly inclusive and comprehensive school, we are equally proud of the students who successfully move on to apprenticeships, and into employment or training to meet their personal ambitions.

Pastoral care and the support we give students to achieve in life and in learning is of equal importance to us. We believe that every member of our team has a part to play in this and is central to the success of our new smaller Communities system, putting student engagement, wellbeing and success at the heart of all that we do and aspire to.

We believe in offering a broad and balanced curriculum in which trips, visits, clubs, charity work and competitions play a vital part. Our ambition is for our students to leave us with the best grades possible to support the next step of their journey, but we will only have fully achieved our vision if they also leave as well rounded, confident and curious young adults who believe in themselves, that anything is possible and go on to achieve great things in their future.

We offer a wide variety of extra-curricular provision. Art, drama, music, sport and debating are all very strong at Sackville and we are very proud of the level of success that has been achieved in these valuable curriculum areas, as well as the opportunities given to provide inclusive and enriching activities for all.

We are a 'Leading Edge' school, with recent awards from the SSAT for our work on Professional Learning, Principled Curriculum Design, Engaging with Evidence and Research and Leadership Through Moral Purpose. The provision of high quality teaching and learning is fundamental to our success and staff really value the collaborative opportunities for professional dialogue and training, both within our own school, across our Federation of schools and through national networks such as the SSAT, Challenge Partners and PiXL.

"Our vision is for a safe and inclusive community that enables every student to reach their full potential and develop a love of learning, by living our values every day".

Our fundamental belief is that every student has potential, gifts, and talents. It is our job, no matter what role we have in school, to provide the opportunities, challenge, guidance, and support that enables them to truly flourish. We have high expectations of our students who we expect to work hard, live our values and fully engage in school life every day.

- Are you an inspirational teacher and/or leader with the ability to inspire young people and colleagues alike?
- Do you share our philosophy of high aspiration and expectations for all students?
- Are you someone who believes that by fostering positive and collaborative relationships between students, families and school, there are no barriers to learning that cannot be overcome?

If so, then we would love to hear from you.

If you think this could be the role for you, we encourage you to come and visit to see for yourself or arrange to have an informal conversation with us. Visits can be arranged by contacting [kdawson@sackvilleschool.org.uk](mailto:kdawson@sackvilleschool.org.uk) or telephoning 01342 414900. An application pack is available from our school website at [www.sackvilleschool.org.uk](http://www.sackvilleschool.org.uk).

Yours faithfully



Jo Meloni  
**Headteacher**

## Invigilators

Varied hours and required throughout the school exam periods.

Grade 2.2

We are seeking to recruit new invigilators, term time, for exam periods only. We presently have a group of dedicated invigilators, and are looking for individuals to expand the team, who can promote a supportive atmosphere for our students so that they achieve their best in examinations.

A good command of written and spoken English is essential for this role together with an ability to communicate confidently with both staff and students.

This role will suit applicants looking for flexible working hours both in school and after school hours with emphasis on being available for at least 3 sessions per week (morning and/or afternoon sessions) during the busy examination season (May and June 2024) as well as several other times throughout the academic year for pre-public (mock) examinations.

Applications are invited from candidates who have:

- The ability to work well in a team as well as being able to take initiative and to work alone
- The ability to respond quickly and implement necessary action in unexpected/emergency situations
- A warm and supportive manner

Invigilation will be on an ad-hoc basis. Hours of employment will vary greatly throughout examination periods. Exact dates and times will be agreed prior to each examination session and will be dependent on the work available and the availability of the applicant.

**£12.99 per hour** (inclusive of holiday pay)

Further details are available from Julie Beswick

01342 410140

**Lewes Road, East Grinstead, West Sussex RH19 3TY Tel: 01342 410140**

We reserve the right to shortlist and interview prior to the closing date, so early applications are encouraged.

Please address your letter of application to Ms Jo Meloni Headteacher, explaining how your experience has prepared you for this role, on no more than two sides of A4. Send this together with the application form and safer recruitment form to

[kdawson@sackvilleschool.org.uk](mailto:kdawson@sackvilleschool.org.uk)



Sackville School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post is covered by the Protection of Children Act and any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure and Barring Service. It should be noted that it is a requirement of the Governors of Sackville School that candidates should, whenever possible, name as referees current and former employers (via Heads or Principals where employment at educational institutions is concerned).

# Why Sackville?



## CONTINUED PROFESSIONAL DEVELOPMENT

- We are committed to developing all of our staff
- Comprehensive programme of CPD is available to all staff
- Tailored approach to fit the individual and their own needs and ambitions
- Membership of a number of external organisations designed to aid training and development across the school



## COMMUNITY

- A supportive and friendly staff group who will always go the extra mile for each other
- Weekly 'Staff tea' to bring colleagues from across the school together
- The school plays an important part in the local community, and is committed to working with local groups and charities



## STAFF WELFARE

- We subscribe to the Employee Assistance Programme
- Supportive community based on support and wellbeing
- Full free access to our fitness suite

## MID SUSSEX FEDERATION of SCHOOLS

- We work in close collaboration with our Federation schools including
  - Joint INSET
  - Cross federation coaching to support leaders & teachers



## LOCATION

- Beautiful historic town with a positive town identity
- East access to London, Brighton and Tunbridge Wells
- On the doorstep of the South Downs National Park and the Surrey hills
- A few minutes from the stunning Ashdown Forest, home of Winnie the Pooh and friends.



## FINANCIAL

- We offer competitive salaries at all levels
- Staff have access to the Teacher's pension or Local Government Pension Scheme
- Access to the West Sussex Choices platform with an array of discounts and savings across major brands





# Sackville School

TOGETHER WE ACHIEVE

Our vision is for a **safe** and **inclusive community** which enables every student to reach their full **potential** and develop a **love of learning**, by living our **values** every day.

Our  
Vision

Our  
Purpose

- ✓ To ensure students develop a lifelong love of learning
- ✓ To provide an engaging, broad, and knowledge-rich curriculum through high quality teaching and assessment
- ✓ To ensure all students achieve their potential regardless of their ability, we fight for every child
- ✓ To plan an ambitious programme of professional learning for all staff, using research and evidence to guide their development
- ✓ To prepare students for the world of work and to live fulfilling adult lives as global citizens
- ✓ To work closely with other professionals and agencies to serve the needs of our community

Together  
We  
Achieve

Sackville  
Way

Our  
Values

#SWAY

- ✓ RESPECT
- ✓ KINDNESS
- ✓ PREPARED



PO **S** ITIVITY  
A **A** MBITION  
C **C** OMMUNITY  
TEAMWOR **K**  
INCLUSI **V** ITY  
CUR **I** OSITY  
RESI **L** IENCE  
EQUA **L** ITY  
HON **E** STY

Sackville School  
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Sackville School

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