



Co-op Academy  
Walkden



Application Pack

Exams Invigilator

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## Welcome from the Principal

Dear Colleague

I am delighted that you are interested in the role of Exam Invigilator at Co-op Academy Walkden. Our academy serves the local communities of Worsley, Boothstown and Walkden and provides places for 1500 pupils aged 11-16. We are easily commutable from all areas of the North West.

We have a dedicated team of staff who build and share positive relationships and a caring culture with our wonderful students. This was highlighted in our recent Ofsted inspection (May 2023), where we were graded 'Good' in all areas.

This is an exciting time to be joining us as we focus on the next stage of our development. Having joined the Co-op Academies Trust in December 2018, we have been through a significant journey, driven by our co-operative values and 'Ways of Being'.

We are looking for individuals who can be present in examinations and supervise students, ensuring that all examinations are carried out in accordance with exam regulations.

We pride ourselves on delivering a broad and ambitious curriculum for all children, including those with additional needs. We incorporate a small Enhanced Resourced Provision called the Hive, for students with cognitive learning difficulties and we also have an inclusion centre called The Link, to promote engagement for pupils who find school more challenging.

Should you choose to arrange a visit before applying you will find our Academy calm and purposeful. Like all who visit us, you will notice how wonderful our pupils are, the positive team ethos amongst staff and how welcoming and friendly we are. If you would like to visit, please contact Mrs Nicola Taylor, Principal's PA at [nicola.taylor@coopacademies.co.uk](mailto:nicola.taylor@coopacademies.co.uk) to arrange.

With best wishes

Matt Hacker  
Principal

## Our Values

Co-op Academies Trust is committed to the values shared by cooperatives everywhere:

Self-help – we support learners, parents, carers and staff to help themselves

Self-responsibility – we encourage learners, parents, carers and staff to take responsibility for, and answer to their actions

Democracy – we give our learners, parents, carers and staff a say in the way we run our schools

Equality – we believe that the voice of each individual should be heard

Equity – we run our schools in a way that is fair and unbiased

Solidarity – we share interests and common purposes with our learners, parents, carers and staff, and with other schools in the communities we serve

We strive to demonstrate the following ethical values in everything we do:

Openness – we believe in being open with colleagues in our schools and beyond, children and their families, sharing information and ideas to raise standards and life chances

Honesty – we act in a professional and respectful manner in our dealings with everyone

Social responsibility – we maximise our impact on the people in our communities while minimising our footprint on the world

Caring for others – we treat everyone as we wish to be treated ourselves, understanding that children only have one childhood

We use our simple 'Ways of Being Co-op' to demonstrate our values:

- Do what matters most
- Be yourself, always
- Show you care
- Succeed together

## What makes our Academy amazing?

### Students:

- are engaged, very capable and want to learn
- create a welcoming atmosphere
- have amazingly supportive parents
- experience a broad range of visits and trips with many overseas
- participate in a vast array of expressive and creative arts shows and exhibitions
- complete in the Duke of Edinburgh Award and volunteer in the local community, raise significant funds for an Academy charity and participate in a wide range of sporting activities

### Staff enjoy:

- working with brilliant students who want to achieve well and aim high
- state of the art facilities
- national terms and conditions and a wide range of additional benefits provided by the Co-op Academies Trust and its sponsor, The Co-op
- high quality professional development programme provided by the Co-op Academies Trust and the support of many local Trust academies
- a fantastic employee benefits package that includes discount on various Co-op branded products, gym and leisure discounts, cycle to work scheme, Health care-cash back scheme, discounted driving lessons and many more! Staff encouraged to be Co-op members and therefore receive generous discounts on all Co-op products
- a strong Well-Being group have been instrumental in the Academy achieving Investors In People Gold Status
- secure on site parking

# Job Advertisement

## Invigilator

Salary: £12.69 per hour plus holiday pay

Contract: Casual

Start date: ASAP

Benefits include:

- Co-op staff discount
- Co-operative flexible benefits, including cycle to work
- Co-operative credit union
- Health-care cash-back scheme
- Discounted gym membership & leisure activities
- Season ticket & rental deposit loans

Closing date: Sunday 23rd February 2025

All applications for this role are to be completed via our SAMpeople Recruit platform. Please follow the link on our website to access this information

Co-op Academies Trust aims to provide an outstanding education for all our learners, founded on co-operative values, at the heart of the community. It is responsible for an increasing number of academies in Leeds, Greater Manchester, Wirral and Stoke-on-Trent with the Co-op acting as the sponsor. There is the likelihood of significant further growth in the near future.

We are looking to recruit individuals who will be present in examinations and to supervise students, ensuring that all examinations are carried out in accordance with exam regulations.

For more information about the Trust and other vacancies please visit our website [coopacademies.co.uk](https://coopacademies.co.uk)

**Co-op Academies Trust** as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles.

To apply:

If you feel you have the relevant experience or appropriate skills to strengthen an already excellent team, please apply. Application forms are available from TES on-line, the Academy website <https://walkden.coopacademies.co.uk>, or by e-mail to [lisa.cooper@coopacademies.co.uk](mailto:lisa.cooper@coopacademies.co.uk)

# Exams Invigilator

Salary / grade range	£12.69 per hour plus holiday pay
Location	Co-op Academy Walkden
Reports to	Exams Officer

**Purpose of role:** To be present in examinations and to supervise students. To ensure that all examinations are carried out in accordance with exam regulations.

## Key accountabilities (and specific duties / responsibilities):

- Assist with the distribution and collection of examination papers
- Assist with the preparation of the examination room
- Ensure that candidates are adhering to examination regulations and report misdemeanours
- Supervise students whilst under Exam conditions
- Assist with student entry into the room, set the tone and ensure students enter quietly and efficiently
- Ensure that students have correct papers
- Be vigilant at all times during the exam
- Collect all exam papers and associated materials at the end of each exam and ensure that there are no missing items
- Supervise students in a quiet and unobtrusive manner, respond to student queries in accordance with exam regulations and distribute additional paper/equipment as required

## General Tasks

- Provide clerical/administration support
- Attend relevant meetings as required and participate in training and other learning activities and performance development as required.
- Be aware of and comply with all Co-op Academy Trust policies and procedures.
- Adhere to our school values: Do what matters most; show you care; Be yourself always; succeed together.
- Establish constructive relationships and communicate with other staff to support achievement and progress of students.
- Set a good example to students and other staff in their presentation and personal conduct.
- Share expertise and skills with others; participate in training and other learning activities and appraisal as required and recognise own strengths and areas of expertise to use these to advise and support others.
- Be aware of and support differences and ensure equal opportunities for all.
- To safeguard and promote the welfare of all students.

## Health & Safety Responsibilities

All employees have the responsibility:

- To comply with safety rules and procedures laid down in their area of activity.
- To take reasonable care of their own health and safety and hence avoid injury to themselves and to others by act or omission whilst at work.
- To use protective clothing or equipment as may be provided.
- To report promptly all sickness, accidents, unsafe conditions or practices and dangerous occurrences of which they are aware

- To cooperate with the headteacher in the fulfilment of the objectives of the Academy's Health and Safety policies
- Demonstrate a commitment to the protection and safeguarding of children and young people and comply with Academy policies and procedures relating to safeguarding, child protection and the prevent duty.

**This job description is not a definitive list of responsibilities but identifies the key components of the role. The post holder will, therefore, be required to undertake any other reasonable duties commensurate with the level of responsibility/salary of this post.**

### Personal attributes required (based on job description):

	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I)
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Literacy and Numeracy Skills equivalent to the level 1 of the National Qualification &amp; Credit Framework</li> <li>• Competent numeracy and literacy skills both spoken and written</li> <li>• GCSE Grade C or above in both Maths and English</li> </ul>	<p>Essential</p> <p>Desirable</p> <p>Essential</p>	(A)
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Displays commitment to the protection and safeguarding of children and young people</li> <li>• Supervision of young people</li> <li>• Promotes the inclusion and acceptance of all students</li> <li>• Sets challenging and demanding expectations and promotes self-esteem and independence</li> <li>• Have the ability to promote independence and confidence.</li> <li>• Work constructively as part of a team</li> <li>• Be an excellent role model to all</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p>	(A) (I)
<p><b>Skills, Ability, Knowledge</b></p> <ul style="list-style-type: none"> <li>• General understanding of national curriculum and examinations</li> <li>• Ability to work using own initiative and work without supervision</li> <li>• An awareness and knowledge of the issues surrounding the safeguarding of children.</li> <li>• Good communication skills</li> <li>• Ability to work under pressure</li> <li>• Able to enforce regulations in a firm but fair manner</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	(A) (I)



<ul style="list-style-type: none"> <li>• To be able to work constructively as part of a team</li> </ul>	Essential	
<b>Personal Qualities</b> <ul style="list-style-type: none"> <li>• Enjoy working with children</li> <li>• Good organisational skills</li> <li>• Effective, clear communicator</li> <li>• Flexible</li> <li>• Calm and confident manner</li> <li>• Reliable</li> <li>• Attention to detail</li> </ul>	Essential Essential Essential Essential Essential Essential Essential	(A) (I)

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

# Safeguarding Children and Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced Disclosure and Barring checks

Candidates should be aware that all posts in Co-op Academy Walkden involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post.

1. Accordingly The Rehabilitation of Offenders Act (Exemptions) Order 1975 applies to this post and therefore you must declare any convictions and cautions which are unspent or not protected.
2. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
3. Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate be answered not applicable if your duties have not brought you into contact with children or young people.

## Interview Process after the closing date:

Shortlisting will be conducted by a Panel, who will match your skills / experience against the criteria in the Person Specification. You will be selected for an interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy Disclosure and Barring check requirements such as a current driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address (i.e. utility bill, financial statement.
- Where appropriate any documentation evidencing a change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that the originals of the above are necessary. Photocopies or certified copies are not sufficient. We will seek references on shortlisted candidates for all positions and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at the interview. In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline.

### Conditional Offer & Pre-Employment Checks

Any offer to a successful candidate will be conditional upon: -

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity and qualifications
- Vetting and Barring Checks and any other pre-employment checks relevant to the role such as e.g. Childcare Disqualification Regulations, Prohibition check / s.128, overseas records check
- Satisfactory Disclosure and Barring check
- Verification of professional status such as QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period.

## How to find us

The nearest bus stop is just a short walk from the Academy and can be reached via several different bus routes from most other parts of Manchester. The Academy is also located a short walk away from the nearest train station, from which you can travel easily in to Manchester City centre.

### Location:

Co-op Academy Walkden is situated in South Walkden (Salford – Manchester) and serves the suburbs of Worsley, Roe Green, Ellenbrook and Boothstown.

The Academy has excellent transport links making it easily accessible from both local and surrounding areas. For anyone travelling by car, the Academy is only five minutes from the motorway. Junction 14 on the M60 ring road is the closest exit, with easy access from the M62, the M61 and the M602 and from the A580

At Co-op Academy Walkden we encourage pupils to respect the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.