



Notting Hill & Ealing High School

GDST
GIRLS' DAY SCHOOL TRUST

Appointment of **Exam Invigilator** For 2018-2019 academic year



About the School

“Teaching here is all about being able to have in-depth conversations with students about your subject and helping to enthuse them with the same passion as you have. Teaching at NHEHS is exactly what I imagined teaching would be like when I got my first teaching job; it’s what teaching should be!”

Liberty: joined NHEHS in September 2017 as a Head of Department

Notting Hill & Ealing High School is one of London’s leading independent girls’ day schools. Founded in 1873 it is the oldest of the 25 schools which make up the Girls’ Day School Trust (GDST) having begun life in Notting Hill and moved to Ealing in 1930. We are an all through school (ages 4-18). Around 300 girls in the Junior School and 600 in the Senior School, including 150 in the Sixth Form, make up a friendly and welcoming community. The Junior and Senior Schools occupy their own parts of the site and in day-to-day terms operate independently. We occupy a site in suburban, leafy, west Ealing with excellent transport links. (We are an easy walk or bus ride from Ealing Broadway or West Ealing stations: District and Central underground lines, mainline trains and Crossrail from 2018.) The school is oversubscribed and a very popular choice at all ages with girls joining us from most parts of West London as well as areas further afield.

NHEHS is an academically selective school. Our girls are ambitious, bright, enthusiastic and eager to learn. In our latest ISI inspection we achieved the highest possible grades across the board and the inspectors noted that ‘the quality of the pupils’ achievements and learning is exceptional.’ Public examination results are consistently outstanding and girls go on to study a wide range of subjects at prestigious universities including Oxbridge. (Latest results and the university destinations of Leavers can be found on our web site.) The school is highly regarded for the way it achieves its outstanding outcomes within a particularly warm and supportive environment, and pastoral care and achieving the best for every girl is at the heart of everything we do.

About the GDST

GDST schools share an ethos and heritage of girls-only education and are members of a unique network which adds value to each school, student and member of staff. Networking opportunities with other teachers across the Trust enable staff to share best practice and develop initiatives that benefit all our schools and students. In addition to supporting the work of individual schools in supplying excellent induction and development opportunities for staff, the GDST network provides access to an extensive training programme. This includes development opportunities (including a Middle Leaders Development Programme and Aspiring Leaders Programme) and to grants for individual courses of study.



“We are delighted that you are considering NHEHS and hope that you will want to apply for this post once you have found out more about us. Our website, www.nhehs.gdst.net will tell you more about the school and give you a taste of the atmosphere here.”

Matthew Shoults, Headmaster

Exams Invigilator

The Post

The vacancy provides an opportunity for an exams invigilator to support the conduct of school exams in a successful and high achieving school. Exams take place throughout the academic year but the main examination season is during the months of May and June.

Job Purpose

- Assist the School Examination Officer to maintain the integrity of examinations and ensure that examinations are conducted in accordance with the rules and regulations set out by the Awarding Body, Joint Council for Qualifications (JCQ) and the school.

Duties

- Oversee candidates' entry into and departure from the examination room, ensuring silence is observed at all times.
- Verify the identity of candidates using the documentation provided.
- Assist the Examination Team with the distribution, collection and collating of exam papers and appropriate stationery.
- Record the start and finish times of each examination.
- Remain vigilant and attentive throughout each examination session to ensure that all students adhere to examination regulations.
- Ensure that candidates are supervised in a quiet, subtle and inconspicuous manner.
- Ensure that students with special requirements are dealt with appropriately, sensitively and within the JCQ regulations.
- Support the Examination Officer with the enforcement of the school examination processes and procedures.

General Roles

- Ensure all Health & Safety regulations are met
- Work to agreed service standards
- Carry out any other duties related to the job purpose as required by the Examinations Officer
- Maintain confidentiality



Terms and Conditions of the Post

Part time, zero hours' contract.

Application and Interview Process

Applications should be submitted by **midday, on Wednesday 14th November** at the latest; however, applications may be considered in advance of the deadline. Candidates should complete the application form provided and also include a covering letter and full curriculum vitae with details of qualifications and experience and the names, addresses, telephone numbers and email addresses of two professional referees, one of whom should be the Head of their present or most recent school.

Completed applications should be sent to:

Mr Matthew Shoults
Headmaster
Notting Hill & Ealing High School
2 Cleveland Road, London W13 8AX

or may be emailed to: recruitment@nhehs.gdst.net

Shortlisted candidates will be invited for interview on **Wednesday 21st November**. All applications will be acknowledged and candidates who have not heard from us further within two weeks of the closing date should assume that the post has been filled.

All adults employed at the school are cleared for working with children and young people through the Disclosure & Barring Service. Please see attached full information regarding the Girls' Day School Trust guidelines on the Safeguarding of Children.

Further information about the school can be found on our website at: www.nhehs.gdst.net

[Application Form](#)