



**HARLESTON SANCROFT**  
ACADEMY

**Headteacher: Mr Rob Connelly BSc. (Hons)**

**Primary Phase: 01379 853211**

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**Secondary Phase: 01379 852561**

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**x: [@SancroftAcademy](https://twitter.com/SancroftAcademy)**



**Diocese of Norwich**  
**St Benet's**  
**Multi Academy Trust**

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## **Exam Invigilators required for an immediate start**

### **Casual contract**

### **Scale D, salary point 5 £12.18 per hour**

We are seeking to appoint a number of reliable, excellent communicators, who are able to join our Exam Invigilation team to oversee our examinations. This is a casual contract which would include attendance at team meetings and training events in person and online. Exams are the most important events in the life of a learner, this is why it is so important they are managed in the correct way. Invigilators are crucial to this process; ensuring exams are conducted in accordance with the Exam Board and School Regulations. Working as a team, invigilators contribute to ensuring a calm environment for the exams, giving candidate's confidence in the process.

Our main summer exam series runs for 5 weeks through May and June and will typically involve all of our invigilator team. Mock exams are held at other points in the year, usually in two week blocks in November, February and April, these also require the support of some invigilators.

We are extremely proud of our ethos and the very positive relationships in our school. Harleston Sancroft Academy, part of the St Benet's Multi Academy Trust, is an oversubscribed, inclusive and very successful 11-16 Church of England school in South Norfolk where students thrive and achieve very well.

### **You should:**

- Be well organised and efficient
- Reliable and punctual
- Polite and friendly, with a flexible approach to work
- Calm and professional

### **We offer:**

- A great working relationship with staff and students
- An extensive 'in house' CPD programme
- The support of an informed and active Local Governing Body and Trust
- A very supportive and encouraging Senior Leadership Team
- Close collaboration throughout the Trust

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Primary Phase: Head of School: Mrs Jane Price, BA (Hons), School Lane, Harleston, Norfolk, IP20 9HG

Secondary Phase: Head of School: Ms Kirsten Parker, BA (Hons), Wilderness Lane, Harleston, Norfolk, IP20 9DD

Diocese of Norwich St Benet's Multi Academy Trust Diocesan House 109 Dereham Road, Easton, Norwich, Norfolk, NR9 5ES

Registered in England & Wales Company no: 11276240 Tel: 01603 880853 Web: [stbenets.org](http://stbenets.org) MAT CEO: Mr Richard Cranmer BSc. (Hons)

Please visit the 'Work With Us' page on our website for further information and an application form or contact the Exams Officer, Karen Holloway, initially by email [kholloway@sancroft.stbenets.org](mailto:kholloway@sancroft.stbenets.org) for an informal discussion.

Applications should be emailed to Emma Johnson, School Business Manager at [ejohnson@sancroft.stbenets.org](mailto:ejohnson@sancroft.stbenets.org)

Closing date: this is a rolling programme of recruitment

### Why Sancroft?

*"The distinctiveness and effectiveness of Sancroft as a Church of England school are outstanding."* Church Schools Inspection 2017

*'I love our school, it is vibrant, exciting, caring, compassionate and understanding, all the things I would want my child to experience in Education. It is filled to the brim with people who would do anything for their colleagues and students.'* (Staff survey, Feb 2024)

*"The SLT at this school leads with an extremely strong sense of passion and belief in what they are doing and why. The school fosters a great sense of community and it is clear that the SLT has the student's needs at the heart of every decision. It is a great place to work and the students are fab!"* (Staff survey, Feb 2024)

*"The school has evolved to where it is today with dignity, strength and kindness at its heart"* (Recent parent survey)

*I joined the team here because of the strong set of values, which I saw on the ground in the way that the community functions and the respect from one another, which flows from leadership, through the staff team, and to the pupils. I am grateful for being part of a community that cares for one another and seeks to support one another in the work that we share.'* (Staff survey, Feb 2024)

*'Our school has a unique community with a diverse range of students that truly care, not only for their education but for the people around them too. It is a kind nurturing environment where respect goes both ways. Teachers build relationships with students which aids in students development and support. We are lucky at Sancroft to have teachers who are kind, caring, trustworthy and positive. At Sancroft we are a family who want each other to succeed both at school and beyond.'* (Student survey, September 2023)

This post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.

### **Further information**

The post-holder will need to be able to communicate effectively in English both orally and in writing in order to undertake the requirements of the role.

Visits to the school are warmly welcomed. Please contact the school office to book an appointment.

## Culture and ethos:

- Proactively promote and demonstrate the Diocese's vision and values in all aspects of work
- Challenge, motivate and empower others to set high aspirations and attain ambitious outcomes
- Treat everyone as a valued individual who is loved by God
- Promote and demonstrate a culture of continuous improvement which includes keeping abreast of educational developments and best management practice
- Work collaboratively developing the concept of family across the Trusts and their academies
- Ensure regular open and honest communication in all professional duties
- Recognise the importance of serving the wider community and promoting inclusivity
- Undertake such other reasonable duties as may be required from time to time as are consistent with the responsibilities of the grade

The duties and responsibilities highlighted in this job specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

## **Safeguarding**

The safety and well-being of children is central to our ethos, and we expect all staff and volunteers to share this commitment. Successful applicants will be required to provide references and undertake the Independent Safeguarding Authority checks including an enhanced Disclosure and Barring Service (DBS) check and comply with the Safeguarding Policy and child protection practices of the Trust.

## **Equalities**

The Diocese of Norwich Education Services Company (DONESC) has a strong commitment to achieving equality of opportunity in its academies and in the employment of people. The post holder will ensure that the DONESC meets its statutory obligations in relation to all aspects of equalities legislation. This post involves regular travel around the Diocese and maybe some evening and weekend work. This job description is not an exhaustive document. It reflects the duties and responsibilities applicable at the time of issue. Details and emphasis are subject to amendment and revision in the light of the changing of DONESC.