



pipers corner SCHOOL

An independent day school for girls aged 4-18

Recruitment Pack

Casual Invigilators





The School

Pipers Corner is a Girls' School Association Independent School for girls aged 4-18. Set in 96 acres of beautiful Chiltern countryside, the school is four miles north of High Wycombe and two miles from Great Missenden. In its most recent ISI inspection (March 2023) the school was graded as "excellent" in all categories.

Founded in 1930, the School was established on its current site in 1945. The school now comprises of approximately 618 students and employs more than 170 staff. Demand for a place at Pipers has increased in recent years, and we remain full.

Our site has incredible facilities to inspire the next generation, we have a 280 seat theatre, fully equipped for our student technical team, with plenty of performances for our aspiring performers. Our Pipers Radio studio broadcasts live every lunchtime.

Sporting facilities include the swimming pool, fitness suite, astro pitches and gymnasium. Forest school is conducted in our on-site woodland, and to encourage environmental awareness we have two outdoor eco-classrooms with wind turbines and water butts. Students of all ages benefit from outdoor lessons in our wildflower meadow.





Welcome from the Head

At Pipers, there is no such thing as a typical 'Pipers' girl. All members of staff support the students to fulfil their academic and personal potential, enabling them to emerge as mature, confident and independent young adults. Investment in talented and inspirational teaching staff and professional support staff is at the heart of our success, and our recent academic results and overall performance bear testament to this.

Every member of the Pipers community, both academic and support staff, play a vital role in maintaining the excellent standard of education we provide. Underpinning everything that we do is a team of enthusiastic and determined staff, with a willingness to think outside of the box.

Personal development is always encouraged and supported, and well-being is at the forefront for staff as much as students.

I am incredibly proud of the Pipers community and it is a privilege to work alongside such talented staff and positive students.

A handwritten signature in purple ink that reads "Helen Ness-Gifford".

Mrs Helen Ness-Gifford





Why work at Pipers?

We have a strong community and pride ourselves on being a warm and supportive workplace. Visitors to the school often comment on the positive atmosphere. Benefits for teaching and support staff include:

- Competitive salaries and excellent pension schemes (further details available from the Bursar)
- Annual professional review and commitment to CPD for all
- On-site car parking and the possibility of on-site single accommodation
- Free lunch provided in term time, with numerous hot and cold options
- Staffroom with free tea, coffee and fruit
- Use of the fitness suite and swimming pool
- Staff clubs such as yoga, running, football and choir
- Cycle to work scheme
- Access to a counselling service

The school is less than an hour from Central London and has excellent rail links and motorway connections. It is four miles north from High Wycombe, which has a large shopping centre, two multiplex cinemas, a sports centre and several out of town shopping areas.





Testimonials

"The students at Pipers Corner understand the importance of their own, and each other's development, making the classroom culture supportive and nurturing. But what makes Pipers special to work in is that they appreciate this environment, as well as the staff, allowing them to grow as individuals and make progress."

"Since joining Pipers I have been impressed by the strong sense of community between colleagues and the amount of trust and support shown by the parents."

"Pipers Corner School is a great place to work. It has encouraged me to push myself to be the best teacher I can be, allowing me to experiment with my teaching style and get to know pupils in a fun and engaging way. The School has excellent facilities and is focused on helping students reach their highest potential."

"Pipers has a warm working environment, with friendly staff who will do all they can to support your development and positive spirit."

"I enjoy working at Pipers because of the great relationship between staff and students. Lessons have a fun but productive atmosphere and classes of all ages are keen to learn."



Job Advert

Casual Invigilators

Term time only
Salary £11.00 per hour

We are looking for reliable, confident and self-motivated individuals to join our friendly, supportive invigilation team for the coming year. Successful applicants will be able to work alone or as part of a team, have a good eye for detail and be able to remain calm under pressure. A flexible approach to availability during the key examination periods would be preferred, with hours being agreed in advance.

The invigilator will support the Exams Officer with day to day operations during exam season and play a vital role in ensuring exam procedures and regulations are adhered to thoroughly. Full training will be given to ensure continuing compliance with the security and integrity of all exams held in the school.

An application form can be obtained from the HR Department, email hr@piperscorner.co.uk, or downloaded from our website www.piperscorner.co.uk.

Completed application forms and a covering letter should be addressed to the Headmistress and returned to HR via the email address above.

Closing date | Friday 5 January 2024
Interview date | Tbc

Suitable candidates may be interviewed before the closing date and Pipers Corner School reserves the right to withdraw the position if an early appointment is made.

Pipers Corner School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS check.

Registered Charity No. 310635



Job Title Casual Invigilators	Salary Salary £11.00 per hour	Working hours Term time only. Flexible dependent on exam timetabling. Exams take place in May and June of each year.
Line managing (direct) N/A	Reporting to Exams Officer	
Purpose The Exam Invigilators ensure that examinations are carried out in accordance with JCQ rules and regulations by supporting the Examinations Department in creating and maintaining the best possible environment for candidates.		



Specific Responsibilities

To ensure the school continues to be high performing across all strands:

Principal

- To maintain confidentiality at all times for all exams related matters.
- To ensure that the examination room is set up and maintained as per regulations.
- To maintain a quiet and calm environment for students in the examination room.
- To help ensure the security of the exam environment, only allowing access to those who are permitted to be in the exam room.
- To supervise and direct students into the examination room according to the seating plan. To patrol the examination room discreetly and silently.
- To have an awareness of other invigilators in the room, ensuring all students are fully observed.
- To ensure ratio of students to staff is strictly maintained at all times.
- To make sure the students are aware of examinations regulations and put them into practice seeking advice from the Examination Office when in doubt.
- To assist with accurate completion of examination board register.
- To assist with distribution and collection of the examination papers and scripts in the correct order.
- To assist with taking the examination papers and other necessary materials into the exam room and be responsible for helping bring them back securely.
- To supervise the orderly exit of candidates from the examination room.
- To report any incidents to the Exams Officer as needed.
- To support students with any issues that arise e.g. Student requiring more stationery, escorting students who are feeling ill or needing the toilet.
- To ensure the incident log is completed, when required.
- To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact.

November 2023

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties



Person Specification

Essential:

- Flexibility, reliability and an eye for detail are essential
- Excellent and clear communication and listening skills.
- Be reliable, punctual and respect professional boundaries at all times.
- Ability to work on own initiative, independently.
- Have a positive attitude towards equality and access for people with disabilities
- Be committed to the School's values and ethos.

Desirable:

- Previous experience of invigilating examinations in a school environment.

The number of hours and days worked by Examination Invigilators are flexible but based on the schedules of the student's examinations. Invigilators contacted when work is available and have the option to confirm availability or not. Successful candidates will be employed on a casual basis and are required to submit accurate records and time sheets promptly.

Staff are responsible for their own professional development and together with their line manager are encouraged to identify courses which might address any areas for future growth

