From: Carr_Hill_High_School_&_Sixth_Form_Centre <8884155@groupcallalert.com>
Sent: 20 October 2017 09:12
To: Hannah Bowie-McLean
Subject: Carr Hill News & Reminders
Attachments: 201710051006_Exam%20Invigilator%20Carr%20Hill.pdf; 201710051006_Application%20Form%20Non%20teaching.pdf

CARR HILL HIGH SCHOOL
& Sixth Form Centre

School eLetter

20th October 2017

Term Dates | Contact Staff

Dear Parents/Carers,

Well done and congratulations to all the Year 11 students who collected their exam results yesterday. We hope all their hard work and revision was reflected in the results.

This week Year 10 GCSE PE students enjoyed a climbing residential at Tower Wood in the Lake District. It was a very successful trip teaching the students new skills and it was enjoyed by all. Please note that Y7 -Y10 netball on Wednesday 25th October has been cancelled and Y7 and 8 rugby has been moved to Wednesday for this upcoming week only.

Places for the Year 7 Borwick Hall residential are filling up fast. Year 7 students should have received a letter last week explaining the booking details, but should you require another one please email Mr Doughty on ldoughty@carrhill.lancs.sch.uk.

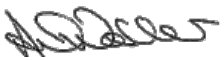
The Addams Family Musical tickets are now available to purchase from the Drama Department. Priced at £5 per adult and £3 per student, the production is taking place on three consecutive nights starting on the 15th November.

We currently have 60 lockers available to hire. Year 7 students have priority. The cost is £25 for 5 years rent and when the key is returned to us at the end of Y11 £5 is given back. You can pay online or by cheque or cash via the Finance Office.

We're still currently accepting applications for the position of Casual Exam Invigilator, please see the attached information.

Upcoming Dates:
26th October Maths Trip to Paris
27th October School Closes for half term
6th November School reopens
9th November Y11 Parents' Evening
15th, 16th, 17th Novemeber The Addams Family Musical 7pm
17th November Children in Need non-uniform day.
13th December Christmas Concert 6.30pm
18th December Y11 and Y13 Awards Evening 6pm

With best wishes



Andrew Waller
Headteacher

Outstanding Merit Achievements this week

Teigan
Apollo College

Tegan
Ceres College

Renata
Juno College

Lilly-Anne
Mercury College

Ebony
Minerva College

Deborah
Poseidon College

Well done to all these students who have achieved a superb number of merits this week

Read this Week's News

Author Michael Grant brings 'Monsters' to Kirkham

Cadets have a Field Day at Fulwood Barracks

National Poetry Day 2017

9 October 2017

CARR HILL HIGH SCHOOL
& Sixth Form Centre

Royal Avenue, Kirkham, Preston. PR4 2ST
Telephone 01772 682008 | Fax 01772 673048
contact@carrhill.lancs.sch.uk

Lancashire County Council

Role Profile

Post title: Invigilator					
Directorate: CYP			**Location:**	Schools	
Establishment or team:	Carr Hill High School & Sixth Form			**Post number:**	
Grade:	£8.45 casual as and when required	**Staff responsibility:**	N/A	**Essential Car user:**	N/A

Scope of Work – appropriate for this post:

To ensure the fair and proper conduct of examinations/tests according to the school's/examination board's rules, in an environment that enables pupils to perform at their best.

Accountabilities/Responsibilities – appropriate for this post:

Key duties:

1. Invigilate the examination, including referring examination irregularities to nominated person
2. Assist in the setting up of examinations venues, laying out equipment and papers in accordance with instructions
3. Communicate examination procedures to pupils and oversee behaviour
4. Respond to pupil requests during the examination
5. Ensure no unauthorised material is consulted
6. Escort candidates from the location during the examination, such as for toilet breaks
7. Maintain candidate attendance and absence records.
8. Collate exam papers in accordance with board instructions
9. Scribe/read for pupils with SEN access arrangements
10. Any other duties which the school may require you to undertake commensurate with this role.

Additional supporting information – specific to this post.

Indicative knowledge, skills and experience

- Knowledge / skills equivalent to invigilate tests and examinations.
- All applicants must undertake enhanced clearance from the Disclosure and Barring Service.

Prepared by:	G O'Sullivan	**Date:**	14/09/2016

Grade Profile
Level Three – Operative / Support (Grade 3)

Level Three Purpose
To carry out a range of tasks in support of, or the delivery of, the service.
Scope of Work
Role holders will undertake a range of routine procedures and use associated tools and equipment. Some personal initiative may be required.
Accountabilities/Responsibilities
Role Holders may be required to: ▪ Solve straightforward problems; or ▪ Exchange routine information with members of the public; or ▪ Carefully use expensive equipment; or ▪ Handle and process information; or ▪ Instruct, and check the work of, others; or ▪ Personal care tasks such as the administration of prescribed medication or the provision of support to passengers who require physical or medical intervention.
Skills, knowledge and experience
▪ Experience or the ability to demonstrate the competence to carry out of the job. ▪ Possession of, or the ability to demonstrate the capability to gain, relevant certificates of competence or equivalent where applicable. ▪ The ability to work without close supervision. In addition to the skills, knowledge and experience described, you may be required to undertake a lower graded role as appropriate.
Performance Measures
▪ Completion of tasks to required standards and deadlines.

Private and Confidential Application No. _____ Job Ref No. _____

Lancashire County Council as an equal opportunity employer intends that no job applicant or employee will receive less favourable treatment because of his or her sex, marital status, race, colour, nationality, national origins, ethnic origins, faith, sexual orientation or disability, nor be disadvantaged in any unjustifiable way by any other condition.

Please read the accompanying note 'How to complete the Application Form' before completing this form

1

Application for the post of _____

Section/Location/School/Establishment _____ Grade _____

To be returned by _____

2

Title _____ Forename _____ Surname _____

Previous name(s) _____

Home Address _____

Postcode

Telephone Number(s) Please indicate a preferred Method of contact.	Home Preferred ☐	Mobile Preferred ☐	Work Preferred ☐

May we contact you at work? Yes ☐ No ☐

Email address _____

If you supply an email address you are agreeing to receive all further correspondence regarding your application via email.

National Insurance number _____

3

Present post/job title _____

Name and address of present employer _____

Date appointed _____ Salary/grade _____ Notice period _____

Previous employment and voluntary experience
(Please give exact dates and indicate the reasons for any gaps in employment records)

Employer	From	To	Post/job title (please indicate if in local government and give the grade)	Reason for leaving

DO NOT TYPE BELOW THIS LINE - FOR ANY FURTHER INFORMATION PLEASE ATTACH A SEPARATE SHEET.

Lancashire County Council

4

Education **(details of Secondary Schools, Colleges, Universities and Professional Education)**	
Schools/Colleges/Universities and Professional Education (including start and end dates)	*Qualifications obtained (including Awarding Body, grades and dates)

Certificates for qualifications shown as essential will be checked at interview

5

Current course of study (if any) and the date you expect to complete it

6

Details of any other specialised training or qualifications not covered in previous sections (e.g. short courses, on-the-job training, etc.)
Membership of professional bodies
You must be registered with the GSCC to practise as a Social Worker General Social Care Council (GSCC) registration number GSCC Registration date

7 **Experience or achievements**

Give a concise account of relevant experience, current duties, or achievements in support of this application, or the relevant competencies identified in the Person Specification. Please include all those related to the list of essential experiences, skills etc. for the post set out in the Person Specification.
Also include any appropriate voluntary and other interests (membership of relevant societies etc.)

Please use an additional sheet if necessary.

DO NOT TYPE BELOW THIS LINE - FOR ANY FURTHER INFORMATION PLEASE ATTACH A SEPARATE SHEET

8

Disclosure of Criminal Background (please refer to enclosed advisory notes)

Have you ever been found guilty of any criminal offence? ☐ Yes ☐ No *(Click as appropriate)*

If yes, please specify date of conviction, caution, conditional discharge or bind-over, court, nature of offence and sentence imposed.

Please note that under the Rehabilitation of Offenders Act 1974 you may be entitled to answer 'no' to this question even if you have been convicted of a criminal offence in the past. However, the 1975 Exemptions Order to this Act excludes certain types of employment, which involve contact with vulnerable adults or young people, from the protection of the Act. So you should take advice if you are in any doubt as to the correct answer to give. Also, if you are applying for a 'regulated post for employment' (the advert, job details and accompanying information should make clear whether the job is regulated), please refer to the criminal records disclosure requirements.

If this post involves working with children or vulnerable adults

I certify that I am not included on the Children's Barred List or Adults' Barred List maintained by the Independent Safeguarding Authority, that I have not been disqualified from working with children or vulnerable adults and I am not subject to any sanctions imposed by a regulated body or subject to any ongoing investigation into any matter which may bring into question my suitability for the post applied for.

Signed: ..... Date: .....

9

Do you hold a current full driving licence for a car (or other relevant vehicle)? *(Click as appropriate)* ☐ Yes ☐ No ☐ Not required for post

10

Do you consider yourself to have a disability, or to be a deaf person? For a definition, see our advice note 'How to complete the application form'. ☐ Yes ☐ No *(Click as appropriate)*

11

With your agreement, the County Council will provide your contact details to Trade Unions for recruitment purposes, so that they can contact you with information about membership. Shared details will include name, address, job title and location. If you don't agree to your information being passed on to Trade Unions, please tick the box ☐

12

Canvassing directly or indirectly will disqualify candidates.

13

By supplying this information you consent to our using it for verification and for all employment purposes as defined in data protection legislation.

I certify that to the best of my knowledge all the information I have given is correct. I understand that by deliberately giving false or incomplete answers I will be disqualified from consideration for this post or, if I am appointed, may be dismissed without notice. I certify that my application does not breach terms of a voluntary redundancy/severance agreement.

Signed: ..... Date: .....

Details of Referees

Please give the name, address and occupation of two referees and state their relationship to you (eg employer/ supervisor/tutor). Where appropriate, one referee should be your current or most recent employer**. Please refer to the guidelines for advice on appropriate referees.**

The Authority reserves the right to seek any further references deemed appropriate.

1	2
Postcode Telephone No.	Postcode Telephone No.
Email address	Email address
Relationship	Relationship

When completed this form should be sent to the recruitment manager.

Please note that, in the interests of economy, we will not acknowledge receipt of your application. If you have not been contacted within 28 days of the closing date, you should assume your application has not been successful. You may telephone Connect2HRP if you wish to check on the progress of your application, quoting the job reference number.

Recruitment Monitoring in Employment

MONITORING JOB APPLICANT'S FORM

All applicants for jobs must complete this monitoring form to enable us to fulfil responsibilities placed upon us under legislation in relation to the monitoring of applicants by racial group and to assist us in the elimination of unlawful discrimination, the promotion of equality of opportunity and good race relations between people of different racial groups.

Please return this form **WITH** your completed application form to the address given in the advertisement or with the job details.

This information will be treated as strictly confidential and will only be used for monitoring purposes. Details will not be available to members of the Selection Panel.

Details of the job you have applied for

Directorate/DSO: ..... Job title .....

Job Ref: ..... Grade: .....
(if known)

1. Name (in block capitals)

2. I am:
(Please check the appropriate box)

MALE	FEMALE
☐	☐

3. I consider my marital status to be

Please note: If you are widowed or divorced and you live alone, please check 'single'.

Single	Married
☐	☐

4. Date of Birth

5. Please check the box which best describes your ethnic/cultural/racial origin

(O) ☐ White British
(9) ☐ White Irish
(H) ☐ Any other White background
(please type in)

(J) ☐ Mixed White and Black Caribbean
(K) ☐ Mixed White and Black African
(L) ☐ Mixed White and Asian
(M) ☐ Any other Mixed background
(please type in)

(4) ☐ Asian or Asian British Indian
(5) ☐ Asian or Asian British Pakistani
(6) ☐ Asian or Asian British Bangladeshi
(8) ☐ Any other Asian or Asian British background
(please type in)

(1) ☐ Black or Black British Caribbean
(2) ☐ Black or Black British African
(N) ☐ Any other Black or Black British background
(please type in)

(7) ☐ Chinese
(A) ☐ Any other ethnic group
(please type in)

6. Do you consider yourself to have a disability or to be a deaf person? ☐ YES
(Please see the definition of disability in the advice note 'How to complete the application form'.) ☐ NO

7. How did you find out about this job?
(Please check the appropriate box)

Internal circular	Job centre
☐	☐
Newspaper/journal (please say which)	Internet (please say which site) or other source…
☐	☐

Thank you for your assistance. Your co-operation will help promote equality of opportunity

DATA PROTECTION ACT 1998 – FAIR PROCESSING STATEMENT

The information you supply about yourself as part of the application procedure is handled according to the requirements of the Data Protection Act 1998. The "data controller" in respect of information about job applicants for this post is Lancashire County Council.

We will use the information for recruitment purposes and, if you are successful, this information will be used for your personal employment data. If you are unsuccessful, we will keep your application for a maximum of 12 months from the closing date and then destroy it. We use equal opportunities information for statistical monitoring purposes which is unrelated to named individuals.

With the applicant's consent, we may keep details of unsuccessful applicants for casual posts for longer than 12 months.

The Lancashire County Council contact for data protection matters is:
The Data Protection Officer
PO Box 100, County Hall, Preston, PR1 0LD
email: data.protection@lancashire.gov.uk

Note: Please return your completed application form to the postal address or the email address shown on page 7. To enquire by phone about this application, please call the number on page 7.

FINAL CHECKLIST

Please ensure that you have:

- ☐ filled in all relevant parts of the form
- ☐ signed and dated the form
- ☐ correctly addressed the return envelope as directed on page 7
- ☐ completed the monitoring form (this is essential if your application is to be considered)
- ☐ read and understood the Data Protection Act - Fair Processing Statement details above
- ☐ correctly responded to the question on criminal convictions.

A Large print version is available from the address on page 7