



**FUTURE
ACADEMIES**
LIBERTAS PER CULTUM



Exam Invigilator Recruitment Pack





WELCOME FROM OUR PRINCIPAL – Tony MacDowall

Dear Applicant,

I am delighted to welcome you to Pimlico Academy, one of the top schools in London. Pimlico Academy is a vibrant and exceptional place for learning, where students thrive in a supportive and enriching environment, guided by our vision of “*Freedom through Education*.” We firmly believe that every child deserves an outstanding education, regardless of their background, and we are committed to providing them with the opportunity to succeed.

Our **knowledge-rich curriculum** promotes academic excellence and provides the educational breadth that prepares our students for the future. Delivered by subject specialist teachers, each lesson is designed to be enriching and engaging, contributing to our students’ academic success. As a result, our students consistently achieve exceptional outcomes and secure places at some of the best universities in the country.

Beyond academic achievement, Pimlico Academy is deeply committed to **educating the whole child**. Our values of **Knowledge, Aspiration, and Respect** are embedded in everything we do, ensuring that we nurture the personal growth and character of every student. We aim to inspire, challenge, and motivate our students to aim high, work hard, and fulfil their potential.

Thank you for your interest in the **Exam Invigilator** role. This is an exciting opportunity for an enthusiastic and dedicated individual to join our team and contribute to the continued success of Pimlico Academy.

As part of our team, you will play a key role in contributing to our holistic approach to education. If you are passionate about **academic excellence, student development**, and creating an environment where all children can thrive, we would love to hear from you.

Future Academies is passionate about diversity and inclusivity. We welcome applications from individuals who have the skills and experience to fulfil the requirements of the job description and whose values align with the ethos of Pimlico Academy. We encourage applications from candidates of all backgrounds, regardless of any protected characteristic.

If you would like to discuss the role in more detail, please do not hesitate to contact us at enquiries@pimlico.futureacademies.org.

Thank you again for your interest, and we look forward to receiving your application.

Best wishes,
Tony MacDowall
Principal
Pimlico Academy

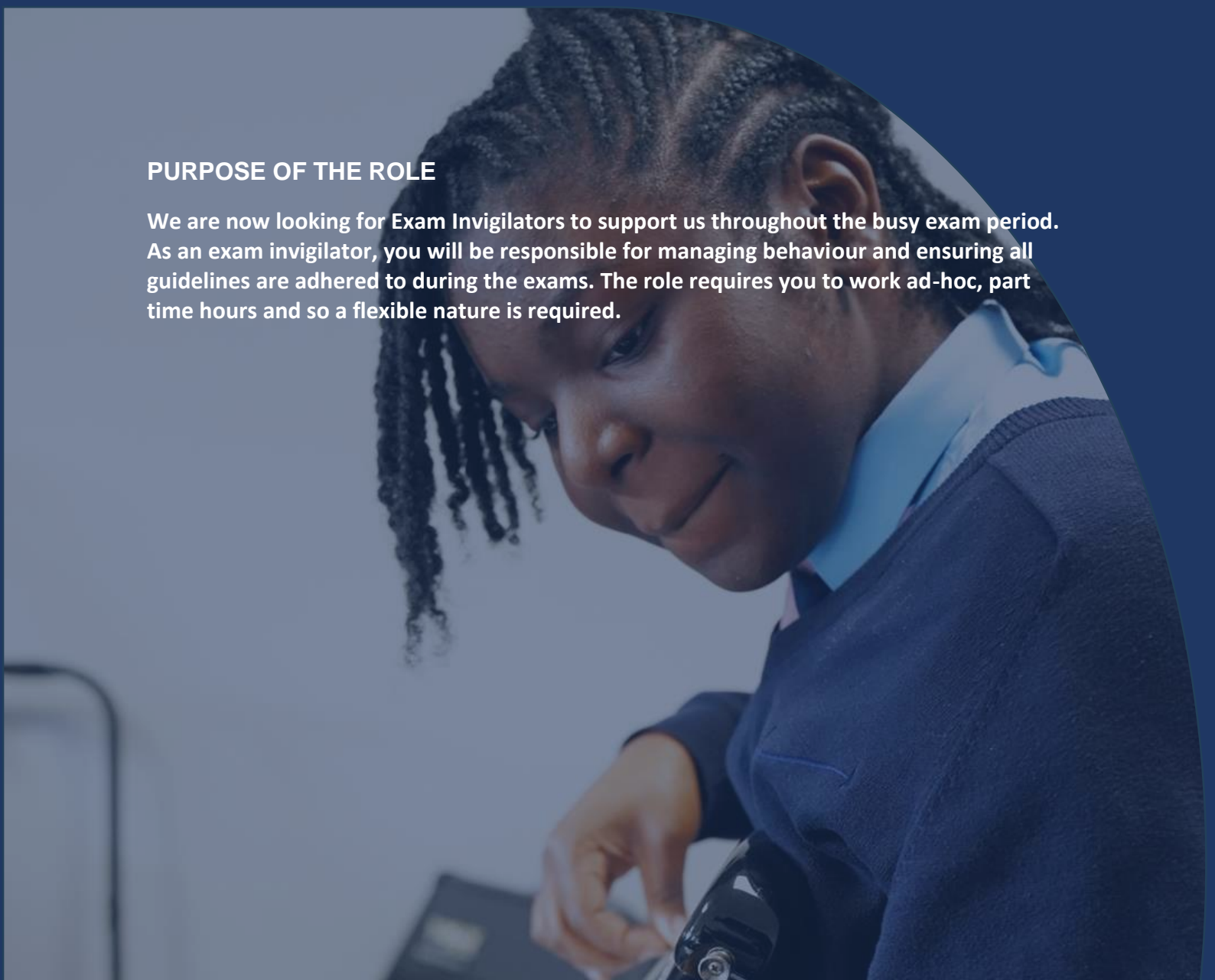


JOB DESCRIPTION

JOB TITLE:	Exam Invigilator
LINE MANAGER:	Exams officer
HOURS:	Casual
SALARY:	£16 per hour
PLACE OF WORK:	Pimlico Academy
RIGHT TO WORK:	This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations will be required in accordance with the statutory guidance
START DATE:	ASAP

PURPOSE OF THE ROLE

We are now looking for Exam Invigilators to support us throughout the busy exam period. As an exam invigilator, you will be responsible for managing behaviour and ensuring all guidelines are adhered to during the exams. The role requires you to work ad-hoc, part time hours and so a flexible nature is required.



MAIN RESPONSIBILITIES AND TASKS

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- To ensure that examinations comply with JCQ regulations.
- To assist with the preparation of rooms prior to examinations and to help with the packing away at the end of sessions.
- To be vigilant at all times and report any malpractice to the Exams Officer.
- To help maintain a calm and quiet environment and deal with any disturbances which occur during the exam.
- To report any examination irregularities to the Examinations Officer.
- Carry out any other duties that can reasonably be requested by the Examinations Officer

Additional information

This is a seasonal post with exams taking place throughout the year. Your availability during May and June is essential as this is the main exam season.

Preferably you will be available for morning sessions which can start at 8am and for afternoon sessions which may run past 4pm. Training will be provided.

RESPONSIBILITIES TO THE TRUST AND PRINCIPAL

- To adhere to all Academy policies and procedures.
- To participate in any appropriate meetings with colleagues and parents.
- To carry out other duties as may be reasonably required by the Principal
- To support the ethos of the Academy and enforce the Academy behavioural and uniform policies.

No job description can be entirely comprehensive, and roles develop organically over time. The post holder will be expected to support with any other duties appropriate to the role, as and when this is required.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Qualified to work in the UK. 	
Experience	<ul style="list-style-type: none"> Proven commitment to continued professional development and a readiness to reflect and self-evaluate to change, improve and develop. 	
Knowledge	<ul style="list-style-type: none"> Knowledge & experience of Safeguarding & Child Protection issues. 	
Skills	<ul style="list-style-type: none"> Excellent interpersonal and listening skills; a high degree of emotional intelligence; and an effective oral and written communicator with children, staff and parents. The ability to develop positive relationships with all young people. Sound judgement and problem solving skills. 	
Motivation	<ul style="list-style-type: none"> Committed to team work and working collaboratively with colleagues. A commitment to the safeguarding and welfare of all students. 	
Attributes	<ul style="list-style-type: none"> . The ability to enthuse and inspire others. Passion, resilience, maturity and optimism to lead through day-to-day challenges while maintaining a clear strategic vision and direction. Confidence and self-motivation to work well and be decisive under pressure. A high level of honesty and integrity. 	

	<ul style="list-style-type: none"> • Personal stamina & energy including a good record of attendance and health. • A firm and constant belief in the unlimited potential of every student and a commitment to inclusive educational provision. <p>This post is subject to an enhanced DBS disclosure.</p> <p>The post holder must be committed to safeguarding the welfare of children.</p>	
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APPLICATION PROCESS

1. Applying for the role

- To apply for the post, please visit our website - [Vacancies - FaceEd \(face-ed.co.uk\)](https://face-ed.co.uk)
- Applicants should complete the online application form via FaceEd. Applicants should also complete the 'Personal Statement' section of the online form to the best of their ability and use this section to demonstrate how they meet the requirements set out in the person specification. Please ensure specific examples are included.
- Applications must be received no later than **21st March 2025, at 10am.** Applications after this date will not be considered.

2. Interview Process

- The interview process will take place as soon as possible after shortlisted has been completed. The interview will include a formal interview and may include practical tasks related to the knowledge and skills required for the role.

3. Notification & Feedback

- Candidates that have taken part in interviews will be notified as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached.
- Unsuccessful candidates will be given the opportunity to receive professional feedback.

4. Taking up the post

- The successful candidate will take up the post as soon as possible.

5. Additional information

- For further information please email HREnquiries@futureacademies.org and a member of the HR team will contact you.

6. Safeguarding

- As an educational trust, Future Academies is committed to the safeguarding and promotion of the welfare of all children and young people. Therefore, the Trust expects all members of staff and volunteers to share in this commitment. An 'Enhanced Disclosure and Barring Service' check and a 'Barred List' check is required for this role.

