



**FUTURE
ACADEMIES**
LIBERTAS PER CULTUM



Casual Exam Invigilator Recruitment Pack





WELCOME FROM OUR PRINCIPAL – Ruthie Jacobs

Dear Applicant,

I am delighted to welcome you to Laureate Academy and thank you for your interest in joining our team. At Laureate, our ethos is at the heart of everything we do, and we are steadfast in our commitment to it. We believe that every student should have access to an education that offers *"the best that has been thought and said."* As a team, we are dedicated to providing a **knowledge-rich and stimulating education** complemented by a strong **extracurricular programme** and **robust pastoral support**, enabling every student to thrive and pursue a future full of choice and opportunity.

We are committed to creating an academy with **high standards of teaching and behaviour**, ensuring that no child is left behind. Everything we do is framed by our three core values: **Knowledge, Aspiration, and Respect**. We encourage students to *"Work Hard, Aim High, and Be Kind,"* and these values guide the work we do as staff, too.

Thank you for your interest in **Casual Exam Invigilator** role. This is a great opportunity for a well organised individual to join our team of Examination Invigilators to work on a casual basis during our internal and external exams, mainly February, May, June and November. Candidates must be well organised, confident in dealing with young people and able to remain calm under pressure.

As part of our team, you will be instrumental in shaping our students' academic journey and personal growth. If you share our passion for high standards, student success, and a commitment to shaping well-rounded individuals, we would love to hear from you.

Future Academies is passionate about diversity and inclusivity. We welcome applications from individuals with the skills and experience to fulfil the requirements of the job description, and whose values and qualities align with those in the person specification. 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 **Chloe Giles, HR & Office Manager** at c.giles@laureate.futureacademies.org.

We look forward to receiving your application.

Best wishes,
Ruthie Jacobs
Principal





JOB DESCRIPTION

JOB TITLE:	Casual Exam Invigilator
LINE MANAGER:	Exams Officer
HOURS:	Casual
SALARY:	£12.26 per hour
PLACE OF WORK:	Laureate 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
STAFF BENEFITS:	<p>Future Academies recognises its employees as the most important asset and critical to its success. To demonstrate this all staff are offered the following benefits:</p> <ul style="list-style-type: none">• A supportive ethos and concern for the well-being of all colleagues.• Excellent CPD opportunities and career progression.• Employer Contributions to Local Government or Teachers Pension Scheme.• Mintago – employee benefits platform.• Employee Assistance Programme.• Access to a Virtual GP• Eye Care Voucher scheme.• Partnership with YellowNest -Salary sacrifice childcare. <p>For further information regarding our staff benefits, please visit our website.</p>
PROBATION PERIOD:	The post holder will be required to complete a 6-month probation period

PURPOSE OF THE ROLE

You will work under the guidance of the Examinations Officer to invigilate exams, set up exam rooms, process exam papers and follow exam regulation. Candidates will need to be flexible to attend on a casual basis and have good availability during examination periods.

To conduct and supervise internal and external examinations for students in a professional manner, ensuring that all JCQ regulatory requirements for the integrity and security of the examination papers and procedures are strictly adhered to during examination sessions.

MAIN RESPONSIBILITIES AND TASKS

Specific responsibilities of an examinations invigilator include:

Main duties

1. To conduct in accordance with the Joint Council for Qualifications (JCQ), Awarding Bodies and Laureate Academy instructions.
2. To play a 'key role in upholding the integrity of the external examination/assessment process'. (JCQ ICE 6)

Before exams

- To report to the exams officer prior to each exam session
- To keep exam papers and materials secure before, during and after exams
- To ensure exam rooms are set out to standard
- To admit candidates into exam rooms
- To identify, seat and instruct candidates in the conduct of their exams
- To distribute the correct exam papers and materials to candidates
- To deal with candidate queries

During exams

- To supervise candidates at all times and be vigilant throughout exams
- To deal with emergencies or irregularities effectively
- To record/report any disruption or irregularities
- To complete attendance registers during the examination and inform the Examinations Manager of any absentees
- To know the actions to be taken in the event of an emergency such as an emergency evacuation.

After exams

- To collect all exam scripts, sort and check against attendance registers
- To dismiss candidates from the exam room in an orderly fashion
- To securely return all exam scripts and exam materials to the Examinations Manager
- To ensure the exam room is left in a tidy condition

Other

- To attend training, refresher or review sessions as required
- To undertake, where required, other duties requested by the exams officer, for example
 - Supervision of clash students between exam sessions
 - Exam related administrative tasks



Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

The Job Description will be subject to periodic review to fit in with the needs of the Trust and provide development opportunities. It is not a comprehensive set of tasks, but sets out the main expectations of the Trust in relation to the postholder's responsibilities and duties at this time.

To undertake similar duties, commensurate with the level of the post and at the discretion of the Line Manager, as the Line Manager shall from time-to-time reasonably require.

PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

Criteria	Essential	Desirable
<p>Training, Qualifications and Experience: On their application form, candidates will demonstrate that they have the following training, qualifications, and school experience:</p>		
	<ul style="list-style-type: none"> • Good administrative and organisational skills • Good written and oral skills 	
<p>Personal and Professional Qualities and Attributes: In their statement of suitability and during the selection process, candidates will demonstrate the ability to:</p>		
	<ul style="list-style-type: none"> • Reliable, flexible and readily available during main exam periods • Effective communication skills and good interpersonal skills • Works well as part of a team • A confident and reassuring presence to candidates in exam rooms • Able to stay calm and diplomatic under pressure • Able to take ownership of tasks and work with minimal supervision • Basic IT skills (familiar with use of email, mobile phone messaging etc.) • Able to exercise sound judgement, especially relating to confidentiality and discretion 	
<p>Additional Requirements: In their statement of suitability and during the selection process, candidates will demonstrate that they can meet the following requirements</p>		
	<ul style="list-style-type: none"> • The ability to remain discrete when privy to confidential information • Commitment to safeguarding and promoting the welfare of children and young people • Willingness to undergo appropriate checks, including enhanced DBS checks and Barring Service check • Willingness to undertake further training, including first aid • Have a willingness to demonstrate commitment to the Future Academies values and behaviours • Committed to Equality, Diversity & Inclusion 	

WHAT CAN WE OFFER YOU?

1

Colleagues who care about the children they serve and each other.

2

A curriculum that is centrally resourced and locally owned.

3

An evidence-based hybrid CPD offer, striking balance between central input and local tailoring to context.

4

Bespoke leadership development opportunities with the chance to be involved in a year-long programme including executive coaching.

5

A thoughtfully crafted staff benefits offer through our partner, Mintago, including tax-free childcare, cycle to work vouchers, virtual GP access and much more.

6

A two-week October half term with no reduction in holidays elsewhere.

7

Integrated instructional coaching through StepLab, enabling feedback which is timely, developmental and low-stakes.

8

Access to a generous enrichment fund, outside of the school funding envelope, through a bidding process to our charity sponsor, Future.

9

We lean into the size of our MAT. With ten schools, we are small enough for you to know everybody, and big enough for you to lean on them for support.

10

We treasure staff voice and use SchoolSurveys to get benchmarked data on how our staff feel and what they think. 83% of staff feel their line manager make them do their job better, against a contextual benchmark of 69%.

APPLICATION PROCESS

1. Applying for the role

- To apply for the post, please visit our website - [Vacancies - FaceEd \(face-ed.co.uk\)](https://www.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 **Monday, 14 April 2025**. 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 hr@laureate.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.

