

Exams Invigilator

Location: Ark Kings Academy

Rate of Pay: £13.04 per hour

Hours: As required during exam periods.

Morning sessions commence: 08:45

Afternoon sessions commence: 13.15

Contract: Casual

Closing date: 8:00am, 31st October 2026. We advise you to submit your application as soon as possible as we reserve the right to close the vacancy early if a high volume of applications are received.

Be part of a truly 'Good' school (Ofsted April 2024) now striving to be 'Outstanding' with a dedicated staff team.

About the role:

As an Examination Invigilator you will be part of a team of invigilators responsible for the supervision of all external & internal examinations and support the academy in the smooth running of exams for the school.

To maintain the security of the examination question papers at all times to ensure the fair and proper conduct of examinations in accordance with examination board regulations, in an environment that enables a student to perform at their best.

To contribute to a workplace culture which has safeguarding and child protection at its heart.

About our school:

We are an all-through school serving the local community with pupils from Nursery - Year 11. Our mission is to create a school in which every child thrives, academically and socially.

Over the past 2 years we have made remarkable progress, moving from an Inadequate Ofsted rating to a Good. This achievement reflects the dedication and hard work of our staff with Ofsted commenting that pupils “*understand the high expectations that staff have for them and strive to meet with*”. The strengths of our school include:

- ❖ **Safeguarding:** Effective in all areas.
- ❖ **Behaviour:** Our pupils know the school rules of, ‘ready, respectful and safe’ and demonstrate these qualities in their behaviour towards each other and their teachers.
- ❖ **An ambitious curriculum:** Our well-sequenced curriculum, spanning early years to Year 11, ensures that all pupils, including those with special educational needs, receive a high-quality education.
- ❖ **Reading strength:** Our effective teaching strategies empower pupils to become fluent readers, setting them up for success in their academic journey.



- ❖ **Personal development:** At Ark Kings Academy, we prioritise personal development, preparing our pupils for their future roles as responsible citizens.
- ❖ **Attendance:** Our pupils and parents recognise the importance of high attendance, and at secondary, we sit above the national average.

Why work for us?

Joining Ark Kings means becoming part of a network of education experts who are all united by the same purpose - a commitment to making a difference where it matters most. You will have the opportunity to come together with your peers locally, nationally and sometimes even internationally, to share resources, learning and good practice.

You'll work with colleagues from different subjects, schools and regions, and have the chance to take on network-wide responsibilities such as leading programmes or training.

- ❖ Our salaries are 2.5% higher than main pay scale.
- ❖ Twice the number of training days as standard.
- ❖ Generous pension scheme – a salary average defined benefit pension scheme, meaning you build up a guaranteed amount in your pension, payable for every year of your retirement.
- ❖ Access to Ark Rewards – a scheme offering savings from over 3,000 major retailers.
- ❖ Interest-free loans – up to £5,000 available for season tickets or to buy a bicycle.
- ❖ Gym discounts – offering up to 40% off your local gym.
- ❖ Access to the Employee Assistance Programme – providing free, confidential counselling, legal advice and a range of different support services.

How to apply:

Please visit www.arkkingsacademy.org/vacancies and submit your application. This should include an explanation of your motivation to apply and examples/evidence of how you meet aspects of the job description.

We advise you to submit your application as soon as possible as we reserve the right to close the vacancy early if a high volume of applications are received. This is to ensure that we can manage application levels whilst maintaining a positive candidate experience. Unfortunately, once a vacancy has closed, we are unable to consider further applications.

For an informal and confidential discussion, please contact Tammy Mead, HR on 0121 459 4451.

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).

We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives



THE DUKE OF
EDINBURGH'S AWARD





across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark's diversity and inclusion commitments, please click on this [link](#).

Exams Invigilator: Job Description

Job Purpose

- To oversee and supervise examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions.
- To ensure examinations are conducted in accordance with Examination Board regulations.
- To undertake related duties as allocated by the Examination Officer and/or the Centre Manager.

Duties & Responsibilities

- To prepare examination rooms prior to an examination, and to clear up all exam materials after the exam.
- To ensure examination times are clearly displayed.
- To interpret seating plans and ensure learners are seated correctly.
- To distribute and collect examination papers in order from learners.
- To ensure learners adhere to examination conditions during the duration of examinations.
- Carry out other associated administrative and examination invigilation duties which may develop or arise.

Level of Supervision

- Left to work within established guidelines subject to scrutiny by supervisor.
- Supervision Given (excludes those who are indirectly supervised i.e. through others).

Special Conditions

- Employment will be on a casual basis during mock and exam periods throughout the academic year. The days, times and hours of work will vary.
- Must comply with a wide range of policies and procedure including Equal Opportunities, Health and Safety, Data Protection and Disability Discrimination.
- A Criminal Records Bureau Check will be undertaken for those invigilators who are required to invigilate on their own with an individual student.
- Observance of the Ark Kings Academy's Equal Opportunities Policy will be required.

Other

- Act as a role model and set high expectations of conduct and behaviour
- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Arks data protection rules and procedures



THE DUKE OF
EDINBURGH'S AWARD





Exams Invigilator: Person Specification

Qualification Criteria

- Right to work in UK
- First Aid qualification desirable.

Knowledge and Experience

- Ability to demonstrate accuracy and attention to detail
- Ability to work effectively and supportively as a member of the team
- Good written and oral skills
- Ability to act on own initiative, dealing with any unexpected problems that arise
- Ability to demonstrate commitment to Equal Opportunities
- Experience of working in an educational setting (desirable)
- A sound knowledge of the school's examination policy and procedure (desirable).

Personal characteristics

- Ability to demonstrate flexible approach
- Ability to offer reliability and punctuality
- Willingness to participate in further training and development opportunities offered by the school
- Ability to be firm but fair at all times
- Ability to demonstrate common sense and initiative
- Willingness to maintain confidentiality on all school matters

Other

- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS disclosure.

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).



THE DUKE OF
EDINBURGH'S AWARD

