



ETONBURY  
ACADEMY

# Application Pack Exam Invigilator

**A fantastic time to Join  
our Academy as we  
celebrate for a second  
consecutive year**



  
**BEST**  
BEDFORDSHIRE  
SCHOOLS TRUST



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# Welcome to Etonbury Academy

## Our Vision



Etonbury is dedicated to delivering excellence in education. Our staff nurture well rounded, confident and responsible young people of whom we can all be proud. Individuals who have been inspired to achieve more than they ever believed possible. In partnership with families and the community, our goal is to create relevant learning opportunities for pupils- both inside and outside the classroom - that help learners develop knowledge and skills that enable them to become critical thinkers, who are prepared to make meaningful contributions to their local, national and global communities.

We do this by providing a welcoming, happy, safe and supportive environment in which everyone is equal and all achievements are celebrated. All staff members at Etonbury are fully committed to this vision.

## The ETA Way

Everyone is respectful

Together we care

Always Aim Higher



## INTRODUCTION

Welcome to Etonbury Academy and the Bedfordshire Schools Trust. Thank you for expressing an interest in our current vacancy.

We have collated this application pack to provide you with all the information you should need to enable you to apply for this role.

However, if you would like any further information or would like to make a visit to our academy, please contact:

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HR Lead & Finance Assistant  
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Tel: 01462 730391

Etonbury Academy  
Stoffold Road, Arlesey, Bedfordshire SG15 6XS  
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# ABOUT ETONBURY ACADEMY

Etonbury Academy is an extended secondary school with over 1100 pupils, located on the edge of the town of Arlesey, close to the Bedfordshire/Hertfordshire border and excellent train links to London. We provide a broad and extensive curriculum for children aged 9 to 18 years, including Sixth Form. **We are delighted to achieve the best GCSE exam results in Central Bedfordshire for a second consecutive year and look forward to celebrating our first Sixth Form cohort as they achieve their A-Level results in Summer 2025.**

In our most recent Ofsted report (February 2020), we were judged as Good by inspectors – we were also recognised as a UK Top 100 Performing and Improving School by independent report Government Initiatives IQ.

We are a local school with a global outlook, preparing young people for the future. Our facilities, resources and specialist teaching are second-to-none. So too is our commitment to pastoral care.

This is a place where every child is safe, secure and supported. Every single member of our learning community – students, staff and parents – are part of our success story.

Our younger students join us in Year 5 at Etonbury Juniors, and move up to our secondary school in Year 7. With separate buildings for junior, secondary and Sixth Form, we provide a nurturing environment for all pupils to receive an excellent Etonbury Experience. We know our children, and together we make Etonbury Academy a school to be proud of.

We provide professional development for aspirational staff and access the teaching school, colleges and Apprenticeship Levy to make this happen. Our proven track record gives you every reason to consider Etonbury as the right school for you.

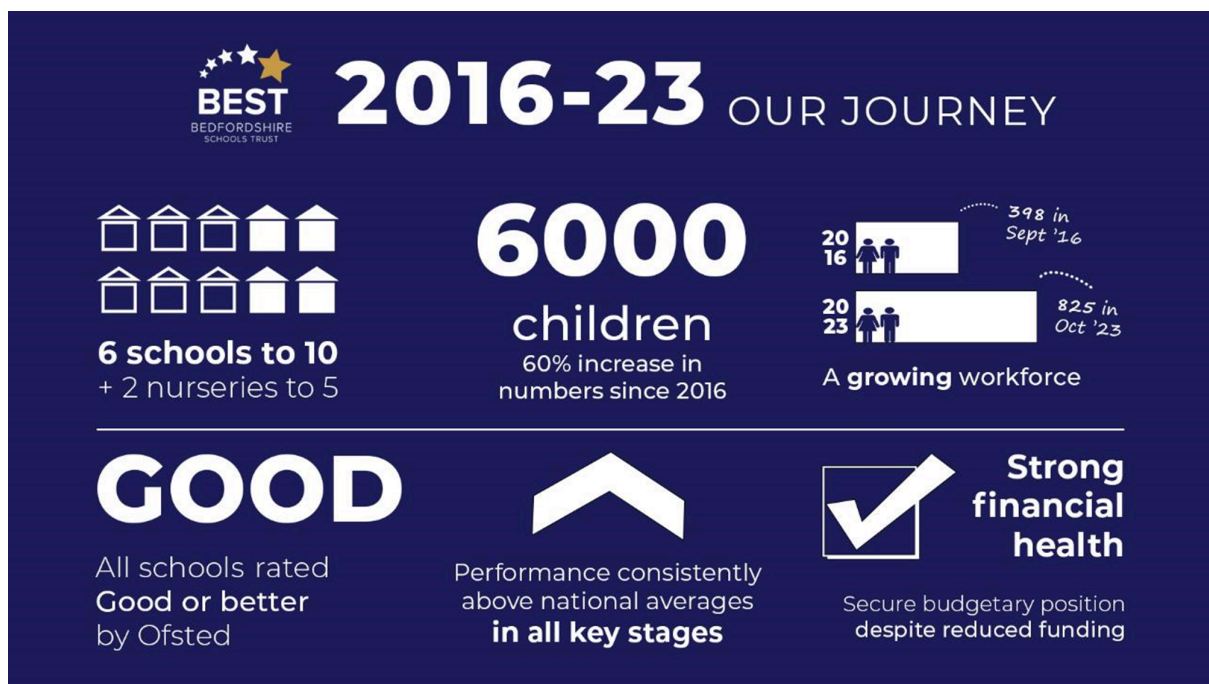


# ABOUT BEST

The Bedfordshire Schools Trust (BEST) is a multi-academy trust providing exceptional education across our community of 13 schools and five nurseries.

Since forming in 2016, we have grown significantly into one of the largest single employers in Central Bedfordshire.

We now educate more than 5,000 children across the area, from nursery age to advanced level study, and have over 700 members of staff.



It is our aim to grow the BEST in everyone, and everything we do is driven by our values. We will:

- Always put children first
- Collaborate to support and compete to challenge
- Provide community-based provision
- Have the courage to be compassionate

Our aims can only be achieved if we recruit, retain and develop the highest quality workforce – and we want those we employ to be valued in the workplace.

As a single employer, we are able to offer all our staff a fantastic range of benefits, including an excellent working environment, opportunities for career development and training, and discounts and deals that will help save you money.

Full details can be found in our BEST People staff benefits brochure, available for download from our MyNewTerm careers page, or on our website at [www.bestacademies.org.uk/jobs](http://www.bestacademies.org.uk/jobs)

The first five years of BEST have been a real success story – and we are looking forward to an exciting future, too.

A primary-secondary model of education is being established to replace the current three-tier system in Central Bedfordshire, more schools are looking to join us as we seek to grow further, and performance across all key stages continues to improve.



# HOW TO APPLY

We use an application form, rather than asking for CVs, for most vacancies. This ensures all applicants present their information in the same standardised format and tell us only what we need to know.

Apply online via the MyNewTerm website at [www.mynewterm.com](http://www.mynewterm.com) before the closing date.

BEST is an equal opportunities employer and we are committed to encouraging equality, diversity and inclusion among our workforce.

We are committed to safeguarding and promoting the welfare of children. All offers of employment will be subject to satisfactory pre-employment checks and references, including enhanced Disclosure and Barring Service (DBS) clearance.

Strictly no agencies.

**We look forward to receiving your application.**





## **JOB DESCRIPTION**

### **EXAM INVIGILATOR**

<b>JOB TITLE:</b>	Exam Invigilator
<b>BASED AT:</b>	Etonbury Academy
<b>SALARY/GRADE RANGE:</b>	£11.44 Per hour Plus Holiday Pay
<b>RESPONSIBLE TO:</b>	Exams Officer
<b>HOURS:</b>	Casual – as and when required

#### **PURPOSE OF ROLE:**

To provide support to the examination process throughout different months of the academic year.

#### **DUTIES AND RESPONSIBILITIES:**

- Assisting with setting-up examination rooms by laying out stationery, equipment and examination papers in accordance with strict procedures.
- Ensuring candidates have the correct examination papers.
- Assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination rooms.
- Ensuring exam conditions are maintained and the JCQ regulations are adhered to at all times.
- Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures.
- Checking attendance during examinations.
- Recording details of late arrivals and early leavers and collecting scripts from early leavers.
- Escorting candidates from rooms during the examinations as required, and supervising candidates whilst outside examination venues.
- Collecting and collating scripts at the end of the examination in accordance with strict procedures.
- Supervising candidates leaving examination rooms, ensuring that candidates do not remove equipment or stationery from the room without authorisation and ensuring that candidates leave venues in an orderly and quiet manner.
- Assisting with the packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from rooms as appropriate.

#### **Note**

- Whilst every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from the BEST Principals and/or Line Manager to undertake work of a similar level that is not specified in this job description



## PERSON SPECIFICATION

### Exam Invigilator

Attributes	Desirable
<b>Education / Qualifications</b>	<ul style="list-style-type: none"> <li>● Educated to GCSE level (or equivalent)</li> </ul>
<b>Professional Experience</b>	<ul style="list-style-type: none"> <li>● Previous experience of working or studying in a school or educational establishment</li> </ul>
<b>Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>● An understanding of the current Examination processes</li> <li>● Effective oral/written communication skills</li> <li>● Ability to maintain discipline in an Exam situation</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>● Accuracy and attention to detail</li> <li>● Flexible approach to work</li> <li>● Ability to work with and relate to academic staff &amp; students</li> <li>● Ability of working within tight deadlines</li> <li>● Reliable</li> </ul>
<b>Physical</b>	<ul style="list-style-type: none"> <li>● Ability to move quietly and stand for blocks of time</li> <li>● Ability to carry equipment to and from exam rooms as and when required</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>● Knowledge of relevant safeguarding/ child protection legislation and best practice</li> <li>● Values and respects the views and needs of children and young people</li> <li>● Appropriate DBS clearance (before post is taken up)</li> </ul>

***BEST is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This position is, therefore, subject to a satisfactory enhanced Disclosure and Barring Service application.***

