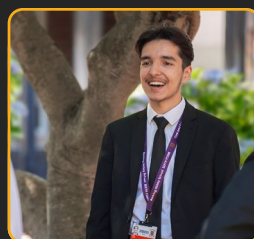




# BARKING ABBEY SCHOOL & EASTBROOK SCHOOL

## EXAM INVIGILATOR

### RECRUITMENT PACK



WE ARE AN **OUTSTANDING** SCHOOL



**BELONG**  
BARKING

**ASPIRE**  
ABBAY

**SUCCEED**  
SCHOOL

[www.barkingabbeyschool.co.uk](http://www.barkingabbeyschool.co.uk)



GIVE

AND

EXPECT

THE

BEST





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# Headteacher's Welcome

Welcome to Barking Abbey school and thank you for expressing an interest in applying for the position of Exam Invigilator.

For me there are three simple things that I want us to achieve at Barking Abbey school.

First, our motto 'Give and Expect the best' leads us to want to be the best in everything we do. We have some of the best results in the area, we have pupils at the best universities, we have the most pupils on apprenticeships in the entire country, we have basketball players in the best leagues and so much more. We have all of this because we push our pupils and each other to excel. All of us try to be our best every day.

Second, I firmly believe that if you can't see it you can't be it. We want to give our pupils the chance to see successful people of every religion, colour and background whilst they are at school. Whatever their dreams we want to support them and provide the networks and contacts to help them to achieve.

Finally, we want our pupils to have a voice in the world. To be confident enough to express their views and also to have the knowledge to be able to make an effective contribution. The more you know the more powerful you can be in the world.

Sir Tim Brighouse said "If a teacher makes the weather the school creates the climate." and I firmly believe this. It is our role as a leadership team to create the best possible learning environment for our teachers to teach in. In return we expect the best possible teaching from them and our results show this over time. We have created systems and structures that support high quality learning, whilst minimising workload and maximising impact.

If you share our ethos and values and absolutely believe in the potential of all young people then we can offer you the chance to make a difference and change our community for the better, and look forward to receiving your application form and welcoming you to our school.



Tony Roe  
Headteacher



# The Recruitment Process

We are proud of our school, the staff and students and in normal times we would warmly welcome prospective applicants to visit us prior to application to learn more about the role and view the School in action.

All interested applicants must complete the online application form on the MyNewTerm website.

The interview process will be organised to provide a range of assessment tasks and opportunities for candidates to find out more about the school and demonstrate their ability to fulfil the role.

## Key Dates

**Closing Date for Applications** Monday 5th January 2026

**Interviews** Monday 12th January 2026

Please note all dates are subject to change.

We warmly welcome visits to the school. To arrange this please email: [jobs@barkingabbeyschool.co.uk](mailto:jobs@barkingabbeyschool.co.uk)



# Advertisement

## **Exam Invigilator (Barking Abbey and Eastbrook School)**

**Zero Hours, Casual (As and when required on an hourly basis to support the school during exam periods to provide general supervision to students)**

**Start Date:** As soon as possible

**Salary: Scale 3**

Barking Abbey and Eastbrook School has the necessity to increase the number of available Examination Invigilators to its existing pool for the forthcoming Examinations.

Don't worry if you have no experience of invigilating in an education environment as we offer free training too, meaning that you can become a competent and fully trained invigilator in no time!

The role is well-suited to anyone who is seeking flexibility in their working life and wants an alternative to full-time or part-time work. Perhaps you're retired want to keep your hand in the working world, or a parent who seeks school time slots only, or even a university student who has completed your course and is keen to work over the rest of the term - whatever your situation, exam invigilating is a great opportunity to earn some extra money.

The right Candidate will have:

- Flexible approach to work (availability to work seasonal hours is essential for the nature of this job)
- A high level of communication skills and the ability to relate positively to children and adults
- Ability to work well within a team
- Accuracy and attention to detail
- A can-do attitude

In return we offer:

- A supportive and encouraging staff team
- The opportunity to access a wide range of CPD opportunities within and beyond school
- A school which understands the importance of staff well-being and workload management
- A positive ethos with excellent behaviour reinforced by highly visible SLT and centralised behaviour systems

**Although the role will involve working across both schools, please indicate in your personal statement which school you would prefer to be primarily based at.**

Please follow the links below to find out more information about what it is like to work at Barking Abbey and Eastbrook School:

[www.barkingabbeyschool.co.uk](http://www.barkingabbeyschool.co.uk)

[www.eastbrookschool.org](http://www.eastbrookschool.org)

Barking Abbey and Eastbrook School is committed to safeguarding and promoting the welfare of children and is an Equal Opportunities Employer. This post is exempt from the Rehabilitation of Offenders Act 1974 and a comprehensive screening process, including Disclosure check, will be undertaken on all successful applicants. Online searches may be conducted for all shortlisted candidates and will be conducted for all successful candidates as part of our due diligence checks.

# Job Description

<b>Job Title</b>	Exam Invigilator
<b>Grade</b>	Scale 3
<b>Location</b>	Barking Abbey School & Eastbrook School
<b>Line Manager</b>	Senior Exams & Data Manager

## Purpose of the role

The **Exam Invigilator** will be responsible to implement examination procedures and ensure the proper conduct of candidates during examinations. Required for short-term casual work during school exam periods.

The following indicate some of the principal tasks and responsibilities:

## Main Duties

- Set up examination venue according to JCQ rules and regulations.
- Helping to distribute and collect exam papers and scripts, as directed.
- Read out examination instructions (when required in smaller rooms)
- Record examination start and finish times.
- Complete attendance registers and seating plan as required.
- At the end of the examination, collect candidate and question papers in accordance with instructions.
- Instruct candidates when they are permitted to leave the examination room and ensure their proper conduct in so doing.
- Ensure silence in the examination room and avoid disruption.
- Ensure that all candidates comply with any instructions.
- Walk around the examination room, ensuring no candidate has forbidden items and removing any found.
- Ensure that candidates do not converse, signal, or otherwise communicate with each other or other persons, record any incidents and report these to the Senior Invigilator, exams officer or other appropriate person.
- When necessary, escort candidates to the toilet.
- Main exam hall
- Supervising candidates in isolation (e.g. ensuring that candidates with exam clashes do not come into contact with each other)
- Exam Runner (seated outside exam room to relay urgent messages between exam room and office)
- To support students with special needs during examinations in line with the JCQ rules and regulations. Full training will be given.

The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the Head Teacher within the grading level of the post and the competence of the post holder.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

# Person Specification

	Criteria	Essential	Desirable	Assessment Method		
				Application A		
				Interview I		
				Task T		
				A	I	T
Knowledge & Skills	Good organisational skills.	✓		✓	✓	
	Basic understanding of Safeguarding in a school setting	✓		✓	✓	
	Good foundation in English and Maths	✓				✓
Qualifications						
Experience	Working in a school setting		✓	✓	✓	
Attitude & Personal Qualities	The ability to deal with staff and pupils in a clear, pleasant and confident manner.	✓			✓	
	A reliable and responsible person who works well as part of a team.	✓			✓	
	Honesty and Integrity.	✓			✓	
	Understanding the need to use discretion and respect confidentiality.	✓			✓	
	Commitment to safeguarding and promoting the welfare of children and young people	✓			✓	
	Understanding of the requirements of data protection and disclosure of information.	✓			✓	
	Ability to demonstrate an awareness of equality and diversity and to promote these through working practices.	✓			✓	
	The ability to be honest, trustworthy and calm in a variety of situations.	✓			✓	
	A common-sense attitude	✓			✓	
	The ability to be flexible with working times and dates.	✓		✓		



## Our Ethos and Values

# **B**RAVERY **E**XCELLENCE **S**ELF-DISCIPLINE **T**EAM-BA

The Barking Abbey way is to give and expect the **BEST**.

We asked pupils to select three words that describe Barking Abbey to them. The most popular responses became the core values of our school.

**B**ELONG  
BARKING

**A**SPIRE  
ABBEY

**S**UCCEED  
SCHOOL

Our vision is to provide a happy, caring and stimulating environment where all students will recognise and be given opportunities to maximise their potential – academically, spiritually and socially - and ensure that they are well equipped to meet the challenges of education, work and life.

Barking Abbey aspires to:

- Develop confident, articulate, assertive young people.
- Foster well-rounded, empowered, resilient, independent young people.
- Nurture young people who will go out and change the world for the better.
- Enhance opportunities through creating an inspirational learning environment where all students aspire to achieve their potential - ensuring that no student is left behind.
- Raise aspirations – giving students the necessary tools to explore and be who they want to be.
- Encourage individuals to be adaptable, aspirational and unafraid to question and evaluate.
- Engender a sense of belonging, and of pride in the school, themselves and their wider community.

Barking Abbey is a heavily over-subscribed split site secondary school in the London Borough of Barking and Dagenham, and has a well-deserved reputation for its friendly and supportive atmosphere and its excellent academic achievements. With a large KS5 provision and an Additional Resourced Provision (ARP) on both of our campuses, the school provides a varied role for the right individual.

