



KING'S LEADERSHIP
ACADEMY BOLTON

EXAM INVIGILATOR

RECRUITMENT PACK

PART OF



GREAT SCHOOLS
TRUST



MESSAGE FROM THE CHIEF EXECUTIVE OFFICER



Thank you for your interest in a position within the Great Schools Trust family of Schools. The Great Schools Trust is an education charity that has a proven track record of successful school start up and improvement whilst transforming the lives of children and young people through our unique values driven approach to education.

You will be joining a values driven, highly innovative, inspirational and ambitious organisation, so we are seeking an outstanding candidate who can realise the highest possible quality of services to support our educational vision, strong leadership and effective support to colleagues, to enable the trust to achieve the best possible outcomes for students. This is an exciting and very rewarding role and we look forward to receiving your application.

Yours faithfully

Shane Ierston

CEO

OUR VISION

To develop a family of Great Schools that allow all students, irrespective of starting point or background, to access university or a career of their choice and succeed in life.



PRINCIPAL'S WELCOME

Welcome to King's, a non-selective free independent school in the state sector that is providing a world class education for the young people of Great Lever. King's Leadership Academy Bolton is founded on international values with a huge focus on leadership and academic development.



Our vision is **“To develop in each of our student the academic skills, intellectual habits, qualities of character and leadership traits necessary to succeed at all levels and become successful citizens in tomorrow's world”**.

At King's we believe every child can succeed and that great teaching is the key to that success. This sentiment is reflected in our motto, 'Credimus', which translated from Latin literally means 'we believe'.

We believe in appointing only the very best teachers and staff who are committed to serving the students and parents of this community. We believe in having the highest expectations of ourselves and our students as well as accepting no excuses for under performance. We believe that our school exists to shape the life chances of all our students in order that they can attend the best Universities or places of employment in the years to come. We believe in fully supporting our students throughout their education.

King's Bolton is unique, in that we have developed a highly personalised approach to our provision and teaching. Our smaller class sizes and year groups afford us tremendous opportunities to truly nurture and develop the academic and creative talents in all our students.

As Principal, I am privileged to be part of such a fabulous team of staff who are 'mission driven' in their goal to ensure that the education provided here is second to none. I welcome you to the Academy and hope that you find the information in this pack informative.

Yours faithfully,

Mr Jason Roberts

Principal



Exam Invigilator

Salary: £12.26 per hour + holiday uplift of additional £1.48 per hour (subject to NLW increase)

Contract: Casual

Hours: 8am – 12.30pm AND/OR 1pm – 4pm

Location: King's Leadership Academy Bolton, part of the Great Schools Trust

Reporting to: Exams Officer

Start date: Various Examination points throughout the year (November, February and May-July)

Working at King's Bolton

King's Leadership Academy, Bolton, is seeking to expand our team of casual exam invigilators to provide support throughout the current academic year. Schools require exam invigilators across the year, with the greatest demand during the formal examination seasons:

- November and February – Mock examinations
- May to July – Main examination series

About King's Leadership Academy Bolton

Located close to the centre of Bolton, with excellent access to the M6 and M62, King's Leadership Academy offers a modern, inspiring learning environment. In January 2024, our staff and students moved into a state-of-the-art building designed to support high-quality teaching and learning.

- Small class sizes provide a more personalised learning experience.
- Every student has access to a personal tablet, ensuring technology is at the heart of learning.
- We are proud of our innovative approach, combined with our commitment to the highest standards and expectations.
- King's is a vibrant, diverse, and welcoming community, where both staff and students thrive.

Why Join Us as an Exam Invigilator?

- Flexible, casual working arrangements to suit your availability.
- An opportunity to contribute to students' academic success in a supportive environment.
- Be part of a forward-thinking school that values professionalism and teamwork.

Key Benefits

- A trust which prioritises the well-being of its staff
- Flexible Working opportunities
- Highly competitive salaries
- Good occupational sickness and maternity/paternity schemes
- A unique approach to Performance Leadership





Purpose of the role

The purpose of the Exam Invigilator role is to ensure the fair and proper conduct of examinations in an environment that enables all students to perform to the best of their ability. Invigilators are responsible for maintaining the integrity and security of the examination process, supporting students in a calm and professional manner, and upholding the school's commitment to the highest standards of academic achievement and safeguarding.

Key Responsibilities

Preparation & Setup

- Assist with preparing the exam room in accordance with the school and exam board regulations.
- Ensure seating arrangements, signage, and equipment are correctly organised prior to the start of each examination.
- Check exam materials, papers, and stationery are distributed accurately.

During Examinations

- Supervise students in a calm, professional, and supportive manner throughout the exam.
- Ensure all exam board regulations are followed and maintained.
- Monitor students to prevent misconduct or malpractice and deal with any issues discreetly and effectively.
- Record attendance and ensure late arrivals are handled in line with procedures.
- Respond promptly to any student queries, ensuring no unfair assistance is given.

After Examinations

- Collect, check, and secure completed exam papers to ensure they are returned safely and confidentially.
- Tidy the exam room and ensure it is left in good order.
- Report any incidents, irregularities, or concerns to the Exams Officer.

Safeguarding & Conduct

- Always maintain a professional and respectful approach, supporting the wellbeing of students.
- Ensure safeguarding procedures are followed, reporting any concerns immediately.
- Promote and uphold the values and ethos of King's Leadership Academy.



Person Specification

Essential

- Reliability, punctuality, and flexibility to work during exam periods.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Strong observational skills and attention to detail.
- Good communication skills with the ability to remain calm and supportive under pressure.
- Professional, respectful, and approachable manner with students and staff.
- Ability to follow instructions and adhere to exam regulations precisely.
- Commitment to safeguarding and promoting the welfare of children and young people.
- Willingness to undertake training related to invigilation and safeguarding.

Desirable

- Previous experience working in a school or with young people.
- Experience in an exam invigilation or supervisory role.
- Understanding of the expectations of external examination boards.
- Availability during key examination periods (October–February and April–July).



Terms

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. This job description is current but may be reviewed at any time 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 scale.

This appointment is with the Local Academy Council of the School, with the Trust as employers. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Contract'. This Job Description is not intended to be either prescriptive or exhaustive: it is issued as a framework to outline the main areas of responsibility. The trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for applicants who may have a disability or continued employment for any employee who develops a disabling condition.

Data Protection

Protecting your personal data is of the utmost importance to the Trust and we take this responsibility very seriously. Any information obtained by the Trust is held and processed in accordance with the relevant data protection legislation. The data you provide us with will be securely stored by the Trust in accordance with the General Data Protection Regulation (GDPR). You have the right to object to us processing your data in this way.

References and Pre-Employment Checks

We will seek references for candidates once the position has been offered and we may approach previous employers for information to verify experience or qualifications before interview if permission has been granted.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

Our Commitment to Safeguarding

Great Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Any offer made to a successful candidate will be conditional upon relevant pre-employment checks, including:

- Two satisfactory references, one of which must be from your most recent employer.
- Proof of identity, address and right to work in the UK.
- Verification of relevant qualifications.
- Candidates who have worked or been resident overseas for three months or more within the last five years will be subject to criminal record checks from the relevant jurisdiction(s).
- Verification of medical fitness for the role.
- Confirmation that the applicant is not named on the Children's Barred List, administered by the DBS.
- A satisfactory enhanced disclosure from the DBS.
- Satisfactory completion of the probationary period.
- Candidates in managerial roles will be subject to a Prohibition from Management check (Section 128 check).
- Prohibition check (where applicable).