

# The Littlehampton Academy

## Applicant Information Pack



### Exam Invigilator

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## From the Principal

Thank you for your interest in The Littlehampton Academy. This is a great time to become part of our community as we continue to make progress following our Ofsted visit and grading for the academy in February 2026. We are proud to be part of the Woodard Academies Trust which has a distinctive core ethos supporting the development of both staff and students. The group motto: 'opening minds, raising expectations, transforming lives' is at the heart of everything we do and reflects our ambitions for all our students.

The Littlehampton Academy has a long-standing reputation as a busy, vibrant school where staff and students work together with an unrivalled sense of commitment to enable the best possible outcomes - in all senses - for all students during their time with us, ready for the adventures and opportunities they embrace throughout their lives. Our students join us as children, but we aim to ensure they leave us as accomplished young adults, kind, confident and resilient, having developed strong relationships during their time with us.

Our mission is encapsulated in the Woodard Academy Trust motto: '**opening minds, raising expectations, transforming lives**'. Staff at The Littlehampton Academy, in all roles and at whatever stage of our working lives, have an essential part to play in this mission. Every role at TLA supports and contributes to the day-to-day experience and ultimate happiness and success of our students. This is not only a huge privilege for those of us who choose to work in education, but also a great responsibility.

As a member of the TLA team, you will have opportunities to develop and grow both professionally and personally, enabling you to achieve your very best both in your time with us and in future roles, wherever they take you.

If you think you like the sound of TLA, we invite you to come and see for yourself. Please contact our HR Department on 01903 711120 or via [personnel@tla.woodard.co.uk](mailto:personnel@tla.woodard.co.uk)

## **Introduction to the Woodard Academies Trust**

The Woodard Academies Trust is a collaboration of six schools across England working together to meet ambitious goals for students and staff and to deliver the vision:

- Opening minds: igniting a curiosity about the world, nurturing spiritual and cultural growth and developing a love of learning for life.
- Raising expectations of everyone in the Trust, staff, pupils and governors, of the standards we can reach and the outcomes we can achieve, irrespective of background.
- Transforming lives: a successful education will transform the lives of young people into adulthood so they have rewarding careers, strong relationships, and make positive contributions to their community and society.

The Trust has an impressive heritage as part of the Woodard family of schools, founded by Nathaniel Woodard in 1848 with the aim of providing an education based on Christian values. The Trust's main focus is school improvement, drawing on the skills and expertise across the Trust to ensure every school is at least 'good' and all pupils achieve well.

## **The Littlehampton Academy**

The Littlehampton Academy is a large academy recently designated by Ofsted as "Good" in all categories.

Situated on the beautiful West Sussex coast and with views of the South Downs, our academy has state-of-the-art facilities - including ample staff parking and a fitness suite. We are close to good transport links to surrounding towns, including Worthing, Chichester and Brighton.

## **Why is The Littlehampton Academy a great place to work?**

- An improving school with high expectations and high standards in all we do
- Staff who are completely committed to the academy and its students, who provide support and advice to colleagues, and whose morale is high
- A school with a strong sense of community
- A strong team of highly-skilled support staff who work together to ensure that teaching staff can deliver their lessons in a calm and well-maintained environment conducive to learning
- A growing school, attracting students from surrounding areas
- Excellent on-going CPD and career development opportunities
- Adopting a therapeutic approach

## **Benefits**

- A competitive salary
- A contributory pension scheme - Local Government Pension Scheme
- Occupational Sick Pay in line with local authorities
- Wellbeing support through free access to an Employee Assistance Programme
- Cycle to work salary sacrifice scheme (offers tax and NI savings)
- Free on-site parking
- Free access to Fitness Suite

## About the Role

The Littlehampton Academy is seeking suitable candidates to join our large team of exam invigilators.

Our much-valued invigilators supervise our students undertaking formal examinations, including “mocks”. They must ensure that regulations governing the integrity and security of examinations are appropriately observed.

Applicants must be both flexible with regard to working hours and reliable once committed.

The main exam season is from mid-May to late June each year, but we also have mock exams at other times. We are looking for people who can commit to several “sessions” per week during the exam periods, but the sessions can vary week on week.

Please see the job description for further information.

***There is no formal closing date for these vacancies. We intend to review applications as they are received and call suitable candidates for immediate interview, so please do not delay your application.***

## About You

The successful candidate will

- Have the highest expectations and standards
- Be flexible and resilient, with a positive, "can do" attitude
- Have good communication skills, with the ability to deal with students, parents and colleagues in a professional manner
- Be committed to personal and professional development

# The Littlehampton Academy

## Job Description -



### Exam Invigilator

|                     |  |
|---------------------|--|
| <b>Contract</b>     | Assignment Only  |
| <b>Reporting to</b> | Exams Officer  |
| <b>Pay</b>          | £12.85 per hour plus holiday entitlement 12.07% per hour |

### Role Context and Purpose:

The invigilator team supervises students undertaking formal examinations, ensuring that guidelines and regulations for the integrity and security of examination papers and procedures are followed. This includes both public examinations and “mocks”.

### Responsibilities:

- Assisting in the setting up of examination rooms
- Assisting in the registering of candidates as required
- Ensuring all candidates receive appropriate question papers and answer booklets
- Ensuring candidates obey all exam regulations
- Maintaining security and confidentiality
- Ensuring no inappropriate items are brought into the examination room, such as mobile phones and other devices, revision notes or other paperwork unless expressly told otherwise
- Ensuring all candidates are aware of the pre-exam information and of any erratum notice that may affect them
- Ensuring there is no talking or disruption for the candidates once an examination has begun
- Ensuring answer scripts are collected in candidate number order and are supervised as required until they are delivered to the Exams Office
- Assisting in the packaging of the scripts prior to their despatch
- Undertaking other responsibilities that may reasonably be required

### Additional Expectations

All staff are expected to

- promote the Woodard Christian ethos that embraces all faiths and none
- take responsibility for their own professional development and support that of colleagues where appropriate

- engage in the academy appraisal process and support colleagues in achieving their own targets where appropriate
- have regard to guidance on keeping children safe in education
- follow Trust policy and procedures
- observe health and safety requirements and play their part in ensuring a safe working environment

### **Safeguarding Statement**

The Littlehampton Academy is committed to safeguarding and to promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a DBS enhanced clearance on appointment.

### **Equality and Diversity**

The Littlehampton Academy is committed to equality of opportunity and applications from all sections of the community are welcomed.

## **Safer Recruitment Declaration**

Schools are now required, as part of their shortlisting process, to carry out an online search as part of their due diligence. If shortlisted for the role, an appropriate online search will be undertaken on your name(s). Any information highlighted will be treated as confidential and will only be used in relation to the post for which you have applied.

The successful applicant will be required to undergo full safeguarding and vetting checks, including references and an enhanced Disclosure and Barring Service check, and will be subject to a period of probation.

## **Other Pre-employment Checks**

In addition to safeguarding checks, all offers of employment are subject to the following:

- Pre-employment health check
- Receipt of two satisfactory references, including one from a recent employer
- Overseas checks where necessary
- Presentation of appropriate qualification certificates
- Proof of right to work in the UK
- Prohibition of management checks for any leadership posts

## **Equality, Diversity and Inclusion**

The Littlehampton Academy is committed to the promotion of equality of opportunity in its employment policy, practices and procedures. No applicant will receive less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

To help us monitor equal opportunities, please complete the separate Equal Opportunities form. This will be used only for statistical purposes and will not be available to those involved in the selection process, so will make no difference to how the application is treated.

## How to Apply

All applications should be submitted using the on-line application form through our Career Site: <https://www.eteach.com/careers/littlehamptonacademy/>

Please note, we do NOT accept curriculum vitae as the sole means of application as they do not meet the requirements of safer recruitment.

When applying for a role, it is important to demonstrate how your qualifications, skills, knowledge, and experience match the person's specification. You will have the opportunity to provide examples in the personal statement section of the application.

You must complete each section of the online form. We cannot accept applications with missing information.

|   |     |
|---|-----|
| <b>Deadline for receipt of applications</b> | N/A |
| <b>Interview Date</b>                       | N/A |

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**For queries or to arrange a visit to the Academy, please contact the HR department on:**

**Tel.**            **01903 711120**  
**Email**        [personnel@tla.woodard.co.uk](mailto:personnel@tla.woodard.co.uk)