



KING'S LEADERSHIP  
ACADEMY HAWTHORNES

# 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

Our school is part of The Great Schools Trust, a small but growing multi-academy trust situated in the Northwest of England. There are currently four Kings Leadership Academy schools within the Great Schools Trust in Warrington, Liverpool and Bolton and a pupil referral

unit next to our Liverpool school, the Aspire Centre. There are currently plans ongoing for further expansion of the Trust.



## **Why King's Leadership Academy Hawthornes?**

We are a growing school of committed friendly staff, a cohort of students who are polite, enthusiastic and keen to learn right across the curriculum. We are a school centred in our Aspire Values – Achievement, Aspiration, Self-awareness, Professionalism, Integrity, Respect and Endeavour. It is these values that drive our behaviours and relationships, a 'lingua franca' that helps to bind our community together. An inspector captured the mission of the school when he observed that we were 'building better people,' something we are proud of.

Our aim is to provide a curriculum for our students that enables them to access real knowledge and a chance to progress to high quality higher education or training. We also aim to create an enriched offer that provides cultural capital for all of our students, irrespective of their personal circumstances. We also privilege diversity and inclusivity and pride ourselves on the welcome we give every student and their families.

We tackle disadvantage rigorously. We provide every student with a chrome book, free breakfast and breaktime food, free residential experiences to build self-esteem and teamwork, free opportunities to join the Duke of Edinburgh scheme. We have won national recognition for Combined Cadet Force sponsored by the Royal Marines. No student is left behind and we remove barriers to learning at every opportunity.

## **We take the development and well-being of our staff equally as seriously.**

Everyone is provided with a laptop and we have recently invested in state-of-the-art ICT infrastructure for every classroom. We hold CPD on two evenings a week – our late finish for Thursday Enrichment allows an early finish on a Friday for a second CPD session. This collaborative approach has allowed the Trust to develop a common curriculum and strong assessment policies that allow staff to focus on work life balance and having the energy to focus on the classroom, not clutter beyond it.

These approaches have led to extremely high levels of staff retention and attendance. It is place where people want to teach, where parents want to send their children and where children want to study.

If you are interested in a post at King's Leadership Academy Hawthornes, I strongly recommend you come to Bootle and see the work we do for yourself. We are situated in Bootle, two miles from Liverpool city centre. The school is within Sefton local authority.

I look forward to meeting you.

**Andrea St John**

**Principal**

## Exam Invigilator

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

**Contract:** Casual

**Hours:** 8 am – 12.30 pm AND/OR 1 pm – 4 pm

**Location:** King's Leadership Academy Hawthornes, 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 Hawthornes

King's Leadership Academy, Hawthornes, 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

### Why Join Us as an Exam Invigilator?

- **Flexible, casual working arrangements** to suit your availability.
- An opportunity to support students during important stages of their academic journey.
- Be part of a professional, forward-thinking academy that values teamwork and high standards.
- If you'd like this adapted further (e.g. more formal, shorter for a job board, or aligned to a trust-wide recruitment style), I can refine it quickly.

### Key Benefits

- A trust which prioritises the well-being of its staff
- Flexible Working opportunities
- Highly competitive salaries
- Access to the Teacher Pension Scheme and Local Government schemes
- Generous holiday entitlement of 30 days for support staff
- BUPA Employee Assistance Programme which provides access to tools to help manage well-being along with services such as counselling and access to a child and dependent care helpline
- Good occupational sickness and maternity/paternity schemes
- A unique approach to Performance Leadership
- A commitment to personal and professional development with training and support for each staff member
- The opportunity to develop your career within and across the Trust academies
- Salary sacrifice scheme - Cycle to Work



## 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.*

## Interview process

The selection panel will short-list candidates based on the information given in the comprehensive application form. Applicants will be assessed against the criteria for the role and candidate profile.

## 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 particular experience or qualifications before interview.

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)