



Working at Knole Academy

JOIN OUR TEAM



For Appointment of:

Exam Invigilator - casual





HEADTEACHER WELCOME

Mr David Collins

Thank you for your interest in the role at Knole Academy. I hope that what you read will encourage you to apply to be part of our team.

I believe that Knole Academy is a tremendous school and a rewarding environment to be a part of. The Knole community is a vibrant friendly environment underpinned by supportive colleagues and fantastic resourcing.

We are aspirational and have high expectations for every child, regardless of background or ability. The interests of our students are always our priority in all decision making and, as a result, we are proud to deliver a curriculum that engages and enthuses our learners. At the heart of our ethos is our determination that all students receive high quality teaching, which is equally as aspirational for our Grammar stream students as it is for the wider student body. For every student to achieve their potential, we believe in generating a learning environment that is calm, safe and inclusive, in which our students enjoy their education.

Knole students benefit from state of the art facilities that offer a vast range of opportunities. We encourage all staff to play an active role in these endeavours as it offers great reward for all individuals and improves teaching relationships.

Knole Academy is an International Baccalaureate candidate school. Staff and students have benefitted significantly from the close collegiate relationship between schools. This ensures that no barriers are placed in the way of student achievement.

I look forward to receiving your application.

Creativity in Learning • Confidence to Achieve



ABOUT KNOLE ACADEMY



JOB DESCRIPTION

Job Title	Examination Invigilator
Location	: Sevenoaks, Kent
Duration	: Casual
Work Hours	: When required during the exam season: January, May and June and during mock exams
Reporting to	: Exams Manager, Exams Assistant
Salary	: £13.50 per hour + holiday pay
Pension	: Local Government Pension Scheme if eligible



About the Role

As a new member of our busy Examinations Team at Knole Academy, you can join our team and make a difference.






Knole Academy in Sevenoaks is looking for flexible and organised examination invigilators to work on a casual basis assisting with the administration and preparation of the examination rooms. This role will involve supervising students according to the rules and regulations of the examining boards. This role involves standing and supervising students for the duration of their exams.

Ideally, candidates should be available during the busy examination periods of January, May, June and November and also for mock exams throughout the year. Training will be offered..

The exam invigilator is accountable for ensuring that all public examinations are conducted in a legal and responsible manner.

PRINCIPAL RESPONSIBILITIES:

Under the supervision of the Lead Invigilator:

-  To deputise for the Lead Invigilator if required
-  To ensure that all exam policy and procedures are adhered to
-  To ensure prompt arrival at exams at the set up time and be available if necessary for the setting up of the exam
-  To ensure that if the fire alarm sounds that students and staff follow agreed guidance
-  To invigilate in an "active" and disciplined manner

KEY RESPONSIBILITIES



- To ensure there is a mobile telephone to communicate with the Exams Manager in case of emergency
- To ensure the collection of exam papers and other materials before the start of the exam from the Exams Office
- To distribute papers according to the instructions from the Lead Invigilator
- To ensure Exam Board rules are complied with at all times
- To ensure attendance registers are completed accurately
- To ensure that papers are collected in the correct order and returned to the Exams officer at the end of the exam
- To manage the supervision of students outside venues
- To ensure all students attend examinations according to academy procedures
- To ensure all special instructions are communicated clearly
- To ensure any queries are dealt with promptly and according to legislation
- To organise rapid collection of papers, paying due attention to any instructions about the order of collection
- To arrange for papers to be returned to the Exams Office unless other arrangements have been clearly specified on the department instruction sheet





General Duties

- To be responsible for continued professional development
- To adhere to Health and Safety regulations
- To ensure the safeguarding of students is a primary concern
- To be a First Aider (training will be given if necessary)
- To keep confidential any issues
- To participate in appropriate meetings
- To read, understand and adhere to all academy and Trust Policies
- To undertake any additional duties as may be deemed reasonable by the Line Manager

Safeguarding Children and Safer Recruitment

It is essential to have due regard for safeguarding and promoting the welfare of children and young people and follow all associated child protection and safeguarding policies as adopted by the Trust.

This is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks expected to be carried out. The post-holder may be required to do other duties appropriate to the level of the role, as directed by the Exams Manager, Exams Assistants and Lead Invigilators.



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Qualifications and Experience

A minimum of Level 2/GCSE grade C/5 or equivalent standard of education
 Ability to apply behaviour management policies and strategies to contribute to a purposeful learning environment
 Experience of working with secondary aged students

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Skills and Knowledge

Excellent communication skills; written and verbal
 Good numerical skills
 Good and accurate ICT /keyboard skills
 Working knowledge of Arbor (MIS)
 An organised and methodical approach to administrative procedures
 Able to use own initiative, work independently, motivate and inspire a creative approach to problem solving
 An understanding of relevant policies, codes of practice and legislation

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Personal Qualities

The ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances and situations
 To maintain confidentiality at all times
 A flexible working attitude
 Appropriate attire for this position
 A high level of integrity
 The ability to work unsupervised

ALL ESSENTIAL CRITERIA

E = Essential

D = Desirable

HOW TO APPLY



If you are interested in this position and would like to have a more detailed conversation before making the decision to apply for the post, please contact:

Rose Marsaud, HR Manager

HR@aletheiatrusted.org.uk

01732 749 774

**To apply for this role, please visit MyNewTerm:
[Apply Now](#)**

Closing Date:

Applications will be considered on receipt

**Interview Dates:
To be advised**



Aletheia Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and governors to share this commitment. All successful candidates will be subject to an enhanced DBS check along with other relevant employment checks, including overseas criminal background checks where applicable. Our policy statement on the recruitment of ex-offenders can be found on our website. All new employees, volunteers and governors will be required to undertake safeguarding training on induction which will be regularly updated in line with statutory guidance.

Please click here to view: [Our Trust policies](#) or [Our recruitment of Ex-Offenders policy](#).



CONTACT US

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