



**The Abbey
School**

Recruitment Pack Exam Invigilator



Welcome to THAT

Thank you for your interest in joining The Howard Academy Trust. We are a family of 9 academies—4 primary, 4 secondary, and 1 alternative provision—working across Medway, Kent, and Bexley. As a Trust, we are committed to delivering the highest standards of education for all children and young people, regardless of their background.

Our vision, *"Working together to create a community of successful learners"* underpins everything we do. We firmly believe that every child deserves access to at least a good education, and we are proud that every academy within our Trust has maintained or improved its Ofsted rating. Notably, Temple Mill Primary School and Waterfront UTC made the remarkable journey from Special Measures to Good at their first inspection since joining us—a testament to the dedication and expertise of our staff.



At The Howard Academy Trust, we recognise that our people are central to our success. We are committed to supporting and developing our staff so that they, in turn, can provide an outstanding education for our students. Each of our academies serves its own unique community, and our role as a Trust is to provide the support, guidance, and collaboration needed to drive continuous improvement.

We are always looking for talented and passionate individuals to join our team. If you share our belief in the power of education and want to be part of an organisation that truly makes a difference, we would love to hear from you.



Kyle Taylor
Interim Chief Executive
The Howard Academy Trust



THAT Benefits

The Howard Academy Trust is very pleased to offer our staff a vast range of benefits, both professional and personal, as we believe that our excellent teaching and support staff should be supported at work and rewarded for the great work they do.



We are happy to talk about flexible working.

Our Family of Schools



The Howard School
1,500 Pupils on Roll
Located in Rainham, Kent



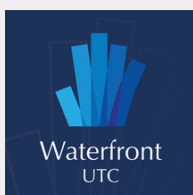
Temple Mill Primary School
240 Pupils on Roll
Located in Strood, Kent



Deanwood Primary School
230 Pupils on Roll
Located in Rainham, Kent



Thames View Primary School
450 Pupils on Roll
Located in Rainham, Kent



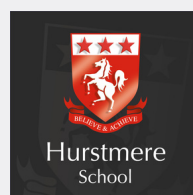
Waterfront UTC
370 Pupils on Roll Rated
Located in Gillingham, Kent



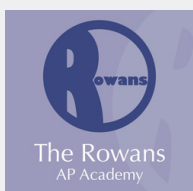
Miers Court Primary School
410 Pupils on Roll
Located in Rainham, Kent



The Abbey School
1,100 Pupils on Roll
Located in Faversham, Kent



Hurstmere School
960 Pupils on Roll
Located in Sidcup, London



The Rowans AP Academy
93 Pupils on Roll
Located in Chatham, Kent

Welcome to The Abbey School



The Abbey School joined THAT on 1st April 2023, after celebrating the school's best academic results ever in 2022. The Abbey School is a mixed secondary school with a thriving population of over 1100 students. We believe that school should be a place where young people can discover and develop their own individual talents. This means an education that is structured around the individual strengths and needs of each child.

At the end of their time with us, we aim for all our young people to leave the school confident, happy and well equipped to take their place in employment or further education. We are particularly proud of the support structures that exist within the school which we continually enhance. Our students acquire not only an excellent foundation in learning, but also attributes such as resilience, leadership, creativity and team-working skills.

Aspiration at The Abbey School does not only mean wanting to do well in tests or gaining qualifications. It refers to the broader sense of accomplishment gained through personal development and through participation in a large variety of opportunities offered to our students. Our school emphasises the importance of working collectively both within the school and with local partners.

When you visit our school, I am sure that you will recognise not only the warm welcome of our students but also their enjoyment and passion for learning. Our school motto, ***“Be The Best You Can Be”***, reflects our educational values. It is inclusive of all that belong to our community, and it is our aim that all members of our school show respect for one another.

Dr Speller, Principal



*“Leaders thoughtfully manage workload and promote staff wellbeing so that improvement expectations remain ambitious and sustainable”
- Ofsted, 2026*



NOR
1121



Age Range
11-19



PP
34.3%



FSM
35%



SEN
14.7%



EAL
8.8%

Job Description

Job Title:	Exam Invigilator
Contract Type:	Casual, zero hour contract
Remuneration:	National Minimum Wage

Core Purpose

The holder of this post is expected to carry out the professional duties of an Exams Invigilator as described below, as circumstances may require and in accordance with the Trust's policies under the direction of the Exams Officer. The post-holder is required to fully support the vision, ethos and policies of the Trust.

THAT Vision & Values

As a Trust, our vision is achieved through:

- Excellent teaching and learning that promotes inclusivity;
- Regular opportunities for collaborative CPD to ensure best practice across academies;
- A proactive network for joint working across academies, for staff at various career stages;
- The highest standards of behaviour and conduct achieved through clear expectations and positive relationships;
- The unique character of each academy is valued and contributes to the THAT whole Trust ethos;
- Shared whole trust values of dignity, respect and ambition.
- High aspirations for all involved with the Trust;
- Each academy is a hub for its local community and families;
- Facing outwards and working in collaboration with other organisations and stakeholders;
- A centralised team that allows academies leaders to focus on their core purpose of education.

Values and Behaviour

Support Staff play a vital role in assisting teaching staff to make the education of their students their first concern, and are accountable for achieving the highest possible standards in work and conduct. All members of staff must act with honesty and integrity; have strong knowledge within their field, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of the students in the school.

Personal and professional conduct

The post holder should conduct themselves professionally at all times, treating pupils and staff with mutual respect, regardless of personal beliefs, in accordance with Trust ethos, policies and practices.

Key responsibilities:

To be responsible for the efficient and effective organisation of internal and external examinations within the Academy.

- Preparing the examination room ensuring that it is conducive to examination conditions and minimise distractions.
- Checking attendance during examinations and recording details of late arrivals and early leavers.
- Distributing and collecting examination papers/scripts/materials from candidates.
- Supervising the entry and exit of candidates to and from the examination room; directing them to their seats and ensuring that candidates leave venues in an orderly and quiet manner.
- Ensuring that examinations begin and end on time as scheduled.
- Invigilating during examinations, dealing with queries raised by candidates and closely following and enforcing exam procedures and regulations.
- Remaining vigilant during the examination, in order to prevent any cheating or malpractices.
- Reporting any malpractices or problems to the Examinations Officer.
- Dealing with emergency situations e.g. student illness, fire alarm, toilet breaks etc.
- Dealing sensitively with candidates who have special arrangements.
- Familiarising and adhering to the Instructions for the Conduct of Examinations issued by the Joint Council for General Qualifications.
- Being available to work flexibly in ensuring that examination processes are completed at the end of each examination.

Administration

- Undertaking accurate and efficient administrative tasks in order to ensure effective planning and preparation of internal and external examinations
- Co-ordinating the collection and maintenance of examination information via the management information system.

Management

- This post does not have any management responsibilities.

Additional Duties:

- All staff, with the support, of the academy's designated DSL, have a responsibility for providing and safeguarding the welfare of the children and young people.
- To be familiar with and support any health and safety procedures and ensure all duties and responsibilities are discharged in accordance with the academy's health and safety at work policy.

This job description does not form part of the Contract of Employment and is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the line manager.

An enhanced DBS check will be required for this post. The job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding and promoting the welfare of children and young people.

Person Specification

Post: Exam Invigilator

Please refer to these requirements when completing the application. The person specification is related to the requirements of the post as determined by the job description.

Essential	Desirable
Education and Qualifications	
• Basic literacy and numeracy skills • Willingness to undertake training as required	• Evidence of ongoing Professional Development • First Aid Training
Experience	
• Experience of the role of an Examination Invigilator	• Experience of working within an academy or education sector • Knowledge of the Conduct of Examinations issued by the Joint Council for General Qualifications
Knowledge and Understanding	
• High degree of accuracy • Ability to manage time effectively to complete tasks to a high level • Ability to work both alone and within a team to achieve specified standards • Be flexible to changing demands of the post • To undertake any training relevant to the role	• Knowledge of child protection and safeguarding policies • Sound understanding of equal opportunity issues within the workplace and the importance of culture and ethos and how this impacts on morale, high expectation and high standards
Characteristics and Competencies	
• Excellent communication including verbal and written skills • Competent with IT and other software packages such as Word, Excel and Powerpoint • Good organisational skills • Ability to create a happy, challenging and effective learning environment • A solution-focused mindset and determined “no-excuses” approach to raising standards • A personable nature to build effective relationships • Ability and keenness to promote the Trust’s positive culture and ethos • A high level of integrity, confidentiality and discretion.	

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| <ul style="list-style-type: none">• Ability to develop good personal relationships within a team, making an effective contribution to high morale | |
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