



Exam Invigilator Bedford Academy



HEART Vision and Values



Our Motto:

We value the dreams and aspirations of everyone in our community.

Our Vision:

Our vision is to create a family of academies who are at the heart of their community delivering exceptional education and improving life chances for all through challenge and support.

Our Values:

High **E**xpectations **A**chievement **R**espect **T**rust

Our Motivators:

Driven - The passion to get better and better at something that matters. Our high expectations and aspirations for all the children and young people within the Trust's schools means we offer education that enables every child to excel and to develop the knowledge and confidence to do whatever they choose later in life.

Community Minded - The will to do what we do in the service of something bigger than ourselves. As a community we are helping to shape a group of academies to become outstanding schools which benefit Bedford and the surrounding areas for generations to come.

Aspirational - The commitment to improve life chances. HEART Academies Trust is determined that every child within its schools is challenged to reach their potential in a culture of enjoyment and opportunity where no one is left behind.

Equal Opportunities

HEART Academies Trust is an equal opportunities employer and therefore operates no restrictive policies in relation to age, sex or creed. It is the wish of the Trust's Governors to appoint the most suitable candidate from all of the candidates offering themselves for appointment.

Safer Recruitment

HEART Academies Trust is committed to safeguarding children and promoting the welfare of children and young people and expects all trustees, staff and volunteers to share this commitment. All successful candidates will be subject to an Enhanced Criminal Record Disclosure from the Disclosure and Barring Service along with other relevant employment checks, including overseas criminal background checks, where applicable. All new trustees, employees and volunteers will be required to undertake safeguarding training as part of the induction, which will be regularly updated in line with statutory guidance. Please view our safeguarding policies [here](#).



Why Work At HEART Academies Trust?



As part of HEART Academies Trust, staff are valued and supported, allowing them to contribute fully to the wider school community. Our commitment to staff development and wellbeing is paramount.



Paid wellbeing day
per year



Free gym and
shower access



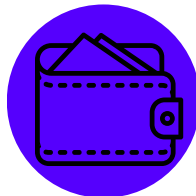
CPD pathways



£200 refer a friend
scheme



Employee assist
programme



Generous
pension



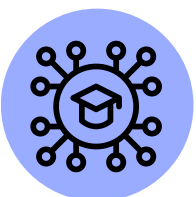
Cycle to Work
Scheme



Free tea, coffee
and breakfast



A commitment to
environmental
sustainability



An exceptional
ECT Induction
Programme



Secondment and
shadowing
opportunities



Free flu jabs,
physiotherapy
and eye tests



Regular training and
development
programmes



Flexible working
options



Individual laptops
for teaching staff



Free car parking



About Bedford Academy



Bedford Academy is a popular and oversubscribed Secondary school based in South Bedford in a significantly deprived area of the Borough and is a part of Heart Academies Trust.

The school population has grown significantly from 2018 with 1100 students to 1400 to date, with a predicted number of 1800 by 2029. In 2025, student numbers in Year 7 will increase to 300. Our Sixth Form of 200 students, continues to expand also with 150 Year 12 places offered in 2025.

We have a talented, friendly and passionate staff body of 200 that has expanded due to the increase in numbers, demand and reputation.

Over the past 5 years the school has been on a transformational journey with the 'BA Way', high standards and positive relationships as the fundamental drive for school improvement. Our school vision of being 'Community Minded, Driven and Aspirational', empowers all staff and students to achieve their very best.

We are a school that has a tailored and unique CPD offer that develops pathways for staff to explore and realise future career ambitions. Regular staff surveys and wellbeing initiatives keeps staff turnover low and maintains a happy and motivated workforce, that are passionate about achieving the very best for the students and community we serve.

Our modern building provides a wonderful environment for students to learn in and staff to teach. We have extensive sports facilities, state of the art classrooms and a clear and strategic workload charter to maximise efficiency and work life balance.

Our new build (ready in September 2025) will greatly enhance the educational experience for our immediate and wider community.

We are looking for staff that are solution focused and genuinely passionate about improving the lives of children, who in some cases have very little. Our students respond best to staff that are consistent, friendly and committed who are willing to go above and beyond.

Our last Ofsted inspection took place in March 2023, where we were graded 'Good' in every area. Please read our full Ofsted report [here](#). We launched our 'Good to Great' initiative in September 2023 and are making significant progress with our continuing desire to be the best offer around. We would strongly encourage a visit from anyone that believes they can make a difference to our community.



Mr Chris Deller
Head teacher
cdeller@bedfordacademy.co.uk



Job Description Exam Invigilator



Main duties

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Bedford Academy regulations and instructions
- To have a key role in upholding the integrity and security of the examination/assessment process

Before exams

- Report to and be briefed by the exams officer prior to each exam session
- Keep confidential exam question papers and materials secure before, during and after exams
- Ensure exam rooms are set up according to the requirements
- Admit candidates into exam rooms under formal exam conditions
- Identify candidates and seat candidates according to the required arrangements
- Distribute the correct question papers and exam materials to candidates
- Instruct candidates in the conduct of their exams
- Deal with candidate questions
- Start exams

During exams

- Supervise and observe candidates at all times and be vigilant throughout exams
- Keep disruption in exam rooms to a minimum
- Deal with emergencies or irregularities effectively and record/report any incidents, disruption or irregularities
- Complete attendance registers
- Deal with candidate questions according to the regulations

After exams

- Instruct candidates in finishing their exams and collect exam scripts and exam materials
- Dismiss candidates from the exam room
- Securely return all exam scripts and exam materials to the exams officer

Other tasks

- Undertake training, update and review sessions as required
- Undertake other duties requested by the exams officer, e.g centre supervision of exam timetable, other exam administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'

Common Roles of All Trust Members:

Leadership: Vision and Values

- Lead by example, providing inspiration and motivation, and embody for the students, staff, governors, parents and wider community the vision, purpose and leadership of the Trust.
- To ensure equal opportunities for all.
- To be committed to safeguarding and to promoting the welfare of all young people.
- To assist in the development of a culture and environment in which young people thrive and to drive innovation.
- To drive up educational standards, promote life-long learning and continually improve outcomes for all.
- Lead and contribute to an ethos in the Trust where well-being and respect are at the heart of the Trust and each student is valued and nurtured to develop personally and educationally.

Leading and Managing Others and Self

- Develop and maintain a culture of high expectations for self and others.
- Regularly review own practice, set personal targets and take responsibility for own development.
- Work within the health and safety policy to ensure a safe working environment for staff, students and visitors.
- Maintain high professional standards of attendance, punctuality, appearance and conduct.
- Adhere to Trust policies and procedures.



Person Specification Exam Invigilator



Our aim is to create an outstanding Trust and our staff will be expected to exemplify excellence in all that they do. Our Exam Invigilator will be a person with high expectations, enthusiasm and the ability to positively impact on the learning, skills and experiences of our students. We value the ability to demonstrate emotional intelligence, be flexible and to adapt to different situations with a calm and positive attitude.

	Essential
Knowledge and Experience	<ul style="list-style-type: none">• Experience of invigilation is not required as training in the role and duties of an invigilator will be provided• Invigilators are required to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them• Invigilators are required to confirm their availability in advance of main exam periods• Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times
Skills and Attributes	<ul style="list-style-type: none">• Willing to undertake an Enhanced DBS• Be reliable, flexible and readily available during main exam periods• Have effective communication skills and good interpersonal skills• Work well as part of a team• Be confident and a reassuring presence to candidates in exam rooms• Be able to give instructions and manage situations involving different groups of people• Have basic IT skills (familiar with use of email, mobile phone messaging etc.)