



ATHENA
LEARNING TRUST

Exams Invigilator

Applicant Pack

Please note: There are no set interview dates for this position; shortlisting/interviews will occur as applications are received.





Join Athena - Inspiring World-Class Education Together!

At Athena, we are a passionate and forward-looking educational organisation committed to providing world-class education and helping individuals **lead great lives**. Our core values of "**dream big, take responsibility**, and **be kind**" guide our mission to create a supportive and inclusive learning environment where everyone can excel and grow.

Job Title:	Exams Invigilator
School Base:	Bideford College & Atlantic Academy
Closing Date:	N/A
Interview Date:	N/A
Vacancy Start Date:	ASAP
Contract Type:	Casual zero hours contract
Salary:	£12.60 ph

Being an Athenian

At Athena, we believe in the power of education to transform lives and shape a brighter future. We are dedicated to fostering a strong sense of community, where students, educators, and parents collaborate to achieve academic excellence and personal growth. Our commitment to "**dream big, take responsibility, and be kind**" underpins everything we do, inspiring our students to aim high, take ownership of their learning, and treat each other with respect and compassion.

We are inspired by wisdom, creativity and learning. Determined to create a world where all children get to go to great schools, our mission is to provide the knowledge and education to bring opportunities, choices and freedom.

If you want to be part of an inspirational team of big thinkers who will support you to develop your full potential and value your knowledge, passion, wellbeing and commitment, it sounds like you could be on your way to joining us and becoming an Athenian.



What makes Athena different

Our Commitment to you

We recognise that all of our people have a role to play in ensuring our students have access to world-class education and so each one is valued. We are committed to creating an inclusive and supportive work environment that promotes both personal and professional growth. We put staff wellbeing first and here are some of the benefits and perks you can enjoy as a member of our team:

Impact: positive outcomes for our students

Leaders: we see everyone as a school leader

Wellbeing: ensuring your time off is for you

Generous pension: the local government pension scheme

Employee Wellbeing Initiatives: support your physical, mental, and emotional health

Car Schemes: car schemes that cater to your commuting needs

Perkbox: discounts, benefits, and rewards to enhance your lifestyle

Join us on this journey to inspire greatness in ourselves and others. Together, we can create a brighter future and make a lasting difference in the lives of our students and the communities we serve.

People

passionate about making a difference in the lives of each other and our students

Development

investing in our employee's growth and development

No burn out

cut low-impact workload and champion staff wellbeing

Support

valuing our employee time and impact by investing it well and providing wrap around support

Flexibility

flexible working to promote work-life balance where possible



Role Summary

To work under the supervision of the Examinations Officer and in the invigilation of candidates sitting examinations throughout the year.

This is a Dual Site Position for Bideford College & Atlantic Academy

We understand that candidates may have a preference for their primary work location or may be open to working at both sites. Please indicate your preference on the application form or inform us of your preference(s) during the interview process



What you will be doing

Build Knowledge

- Understanding and upholding the integrity of the examination/assessment process.
- Familiarity with exam materials and procedures.
- Knowledge of regulations and guidelines for exams according to JCQ ICE booklet.
- Complete safeguarding training and uphold safeguarding policies as required.

Build Trust

- Establishing trust with candidates by maintaining exam integrity.
- Safeguarding the confidentiality of exam papers and materials.
- Being vigilant and observant during exams to ensure fairness.

Prioritisation

- Prioritising the security of exam materials and candidate integrity.
- Handling candidate queries and incidents effectively and promptly.
- Managing candidate questions in line with regulations.

Clarity and Energy

- Setting up exam rooms according to instructions with clarity.
- Instructing and guiding candidates with energy and clear communication.
- Minimising disruptions in the exam room for a focused environment.

Follow Up

- Recording and reporting incidents and irregularities for follow-up.
- Completing attendance registers for record-keeping.
- Ensuring the secure return of all exam materials to the Examinations Officer after the exams.

How you will be doing it

Dream Big

- Deliver value opportunities for world class education for all students

Take Responsibility

- To maintain confidentiality of information acquired in the course of undertaking duties for the department.
- Ensure Health and Safety and Safeguarding are at the centre of your approach.
- Take accountability for your own development and aspire to deliver the very best practice across all areas of your role.
- To attend staff meetings and school-based CPD days as required.

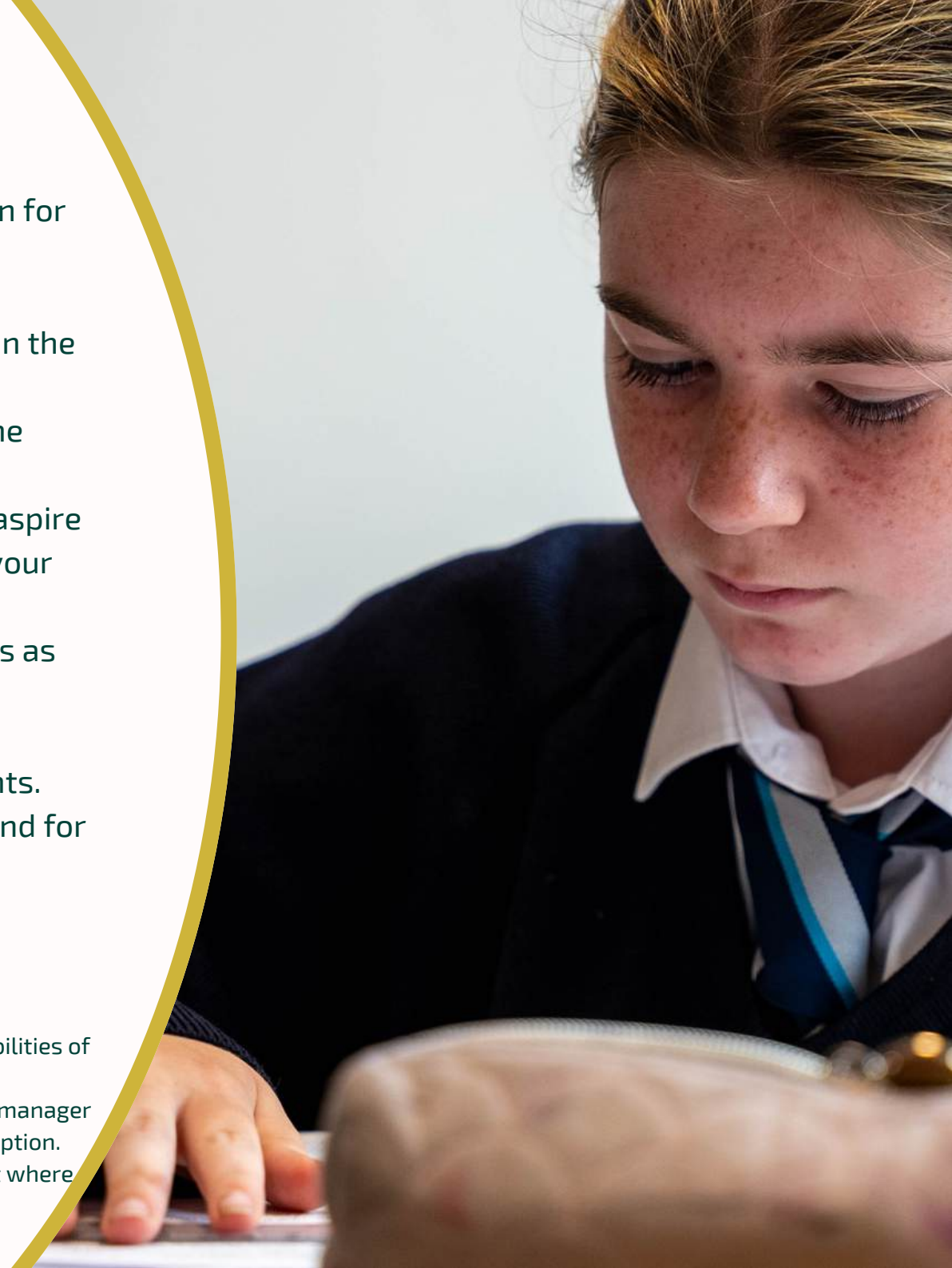
Be Kind

- To encourage acceptance and inclusion of all students.
- Support positive strategies for promoting equality and for challenging racial and other prejudice.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

You could reasonably be asked to work out of our partner sites to support where required.





Qualifications

- GCSE or equivalent grade C or above

Experience

Essential

- Excellent verbal and written communication skills
- Organised and timely
- Attention to detail
- Positive and motivated
- Able to stand and walk for extended periods

Desirable

- Previous experience in a similar role

How to Apply

If you are passionate about our values and dedicated to making a meaningful impact on education, we invite you to apply. **Please complete the application form on My New Term** and tell us about how you connect with our values of "**dream big, take responsibility, and be kind**" and what you feel you can contribute to our team and our goal to deliver world class education.

Athena Learning Trust is committed to **safeguarding** and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All posts are subject to Enhanced DBS clearance and appropriate pre-employment checks.

We reserve the right to close this advert and interview and appoint earlier than the advertised closing date should there be a good response to the advert, so early applications are advised.

Apply now

and experience the difference
in a rewarding and meaningful
career in education.