



**Kettering Buccleuch Academy**

The best in everyone™

Part of United Learning

# Welcome to Kettering Buccleuch Academy

## APPLICATION PACK

### Exam Invigilator

**Salary:** £12.81 Per Hour

**Hours:** Zero Hours Contract

**Start Date:** September 2026

## An Academy of Excellence and Character



Respect ■ Ambition ■ Determination

# Kettering Buccleuch Academy is seeking to appoint an enthusiastic and ambitious Exam Invigilator

We are seeking a conscientious and dependable Exam Invigilator to support the smooth and efficient running of examinations. The successful candidate will ensure examination regulations are followed at all times, uphold the integrity of the examination process, and provide a calm and orderly environment for students during assessments.

Kettering Buccleuch Academy is part of United Learning, a unique group of independent and state schools working together to achieve the best in everyone. Our vision is to provide excellent education, so that all young people can make a success of their lives and, if we are to realise this vision, we need to make sure we attract, develop and reward the key ingredient – high quality staff such as you.

Kettering Buccleuch Academy is committed to equal opportunities and to the protection and safety of all students and adults. We expect all staff and volunteers to share these commitments. The post will be subject to an enhanced DBS Disclosure.

The successful candidate will fully embrace our values of Respect, Ambition and Determination, and will have a working knowledge of how these will apply within an academy context and within the role itself.

***“Staff know that their wellbeing and professional development are a priority. Staff value the professional learning they receive from the school, the trust and from pursuing wider leadership qualifications. For example, leaders hear their voice when they make decisions about training and professional development.”***

(Ofsted, February 2026)



# A Message From The Principal



Dear Colleague,

Thank you for considering Kettering Buccleuch Academy as the next step in your career. We are delighted that you are exploring the opportunity to join our team, and we believe that becoming part of KBA will be a truly rewarding experience.

Here at KBA, we provide a first-class education for children and young people in Kettering and the wider area. Our culture is one of hard work, continuous engagement and care. Every student has the support they require to give of their best every day and every student knows that we share in their aspirations. We also believe that continual development of our dedicated staff and a focused and consistent Teaching and Learning approach will bring about the necessary rewards for our students.

Kettering Buccleuch Academy is proud to be part of **United Learning**, a nationwide network of academies, primary schools, and independent schools. Our shared motto, "*The Best in Everyone*," reflects our commitment to excellence and to helping every individual reach their full potential.

The safety and wellbeing of our students is at the heart of everything we do. We work together to provide every student with the best opportunities, focusing on character education to build confidence and resilience so they can achieve their goals and aspire to be the very best they can be. We strive to be exceptional in all that we do at KBA and firmly believe excellence is a habit. Every one of us has untapped potential. We encourage and support each other to unleash this potential to bring out the best in everyone. We recognise that as individuals we are strong but understand that together we are stronger. We celebrate the diverse nature of our community and work in harmony to achieve our vision.

At KBA, trust is fundamental. We trust our staff to perform their roles with professionalism while maintaining a healthy balance between work and personal life. You will find many initiatives to support staff wellbeing as you progress in your career with us.

Thank you for considering Kettering Buccleuch Academy - together, let's bring out "the best in everyone".

**Chloe Buckenham**  
Principal

**“Our school is a beacon for our community. I am so proud of KBA and all that it stands for. The Leadership Team has ensured that the school remains an important part of the community.”**

(Staff Survey, November 2025)

# Why Work For Us?

Since becoming an academy in September 2009, Kettering Buccleuch Academy has seen many exciting changes. We are an all-through academy catering for students aged 4-18. We moved into our new, purpose-built building in January 2013. The academy continues to go from strength to strength, with happy and motivated staff, a supportive culture and plenty of opportunities for personal growth with our excellent staff CPD offer. We offer a range of benefits including our wellbeing and workload manifesto, Health Cash Plan, covering healthcare, lifestyle and retail benefits, and an on-site gym which is free for all staff to use.

Our pledge to all our academy staff, is that by working for us you will benefit from more pay, more time, and more support. We offer the best pay in the sector, three extra INSET days for planning, a genuine flexible working approach considered, guaranteed personal days, great training for your career, and more.

We are proud to be Pearson Silver Award Winner (2023) in the category of Secondary School of the Year. We were delighted to achieve this recognition for our students, parents and staff.

The leadership of the school is highly focused on creating an environment in which teachers can focus on their core role: to deliver excellent lessons. The student behaviour system is simple, easy to administer in lessons, and takes the burden away from teachers.

**“Leaders consider the workload of staff. They have ensured that staff can work in a flexible way, which many appreciate.”**

(Ofsted, February 2026)



# Our Vision

“To foster an inclusive community where every student thrives, enriches their skills and character, and achieves academic excellence.”

# Our Mission

“We are a flagship for all academies. Our educational environment is safe, stimulating, positive and supportive. We believe hard work equals success.”

# Our Values

At Kettering Buccleuch Academy, we are committed to providing a friendly and safe environment for all pupils/students. Our values are at the heart of everything we do, and we strive to instil them in our students through our daily interactions, policies and practices.

We are committed to providing excellent education through which all pupils are able to progress, achieve and go on to succeed in life. Our approach is underpinned by a sense of moral purpose and commitment to doing what is right for children and young people, supporting colleagues to achieve excellence and acting with integrity in all our dealings within and beyond our community, in the interests of young people everywhere. We summarise this ethos as ‘the best in everyone’.

**This ethos underpins our core values:**

## RESPECT

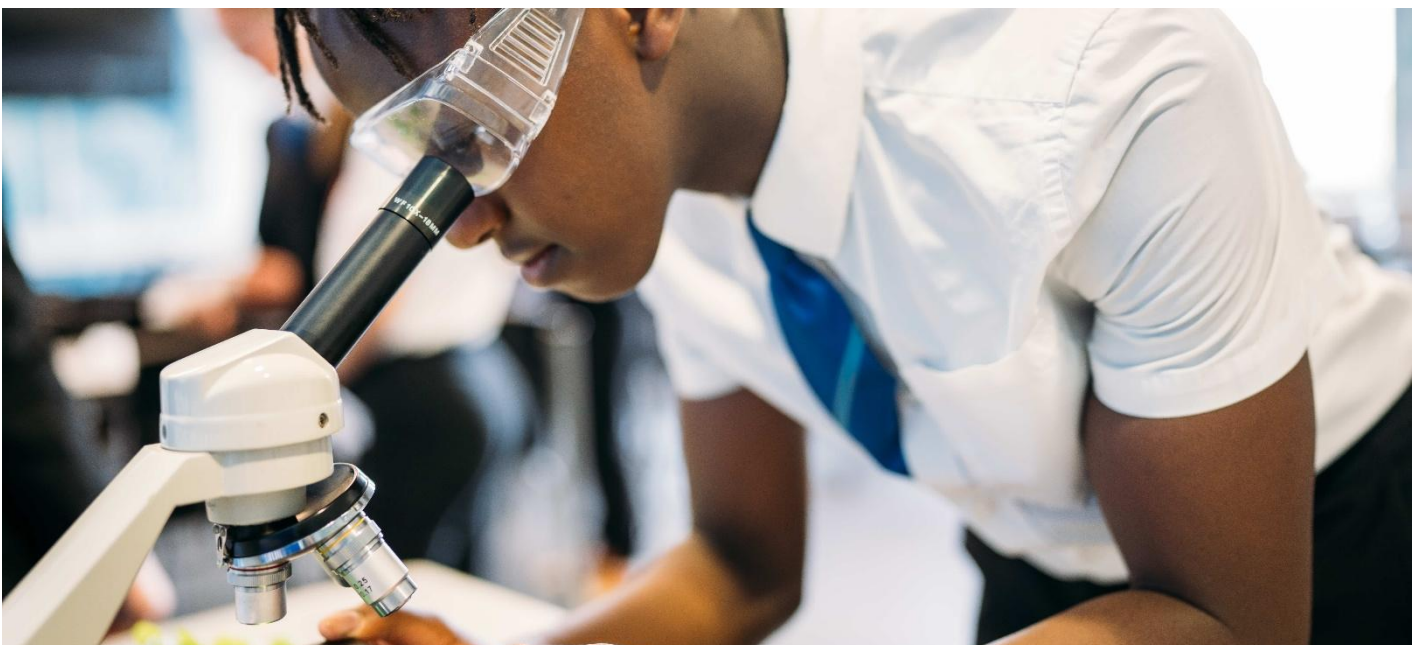
A quality shown through thinking and acting in a positive way about yourself and others.

## AMBITION

A strong desire to achieve something.

## DETERMINATION

The ability to continue to try, although it may be difficult.



# A School of Character

Kettering Buccleuch Academy's Character Development Programme is delivered through the curriculum, assemblies, tutor time reading, PSHE and many other facets.

The Character programme is based on our core values of respect, ambition and determination.

At Kettering Buccleuch Academy we understand that there is more to a good education than just academic success. Our school aims to develop character, compassion and service. Young people are expected to contribute to their school and to society; to try things which they think they cannot do; to persist in the face of difficulty; to become resilient in overcoming obstacles; to manage themselves; to work independently on things which challenge them; to work with others and in teams; to be courageous and caring; to lead.

We want young people to look back on a joyful schooling which has inspired and challenged them, given them wide opportunity and prepared them for the ups and downs of life. We are therefore committed to providing all our students with a broad and balanced curriculum as well as cultural and social experiences that broaden horizons and support the development of character.

We fundamentally believe in nurturing talent within our staff body. Our in-house Continuous Personal Development Programme focuses on developing teaching and learning practices and techniques to ensure we become the best possible practitioners in the classroom. Further, we actively support staff in their CPD and ensure all leaders have formal leadership training through avenues such as the United Learning Leadership Development programmes as well as the National Professional Qualifications. Alongside this, we create succession planning for future senior positions.



# Part of United Learning

Kettering Buccleuch Academy is part of United Learning; a large and growing group of schools aiming to offer a life changing education to children and young people across England.

Our schools work as a team and achieve more by sharing than any single school could. Our subject specialists, our group-wide intranet, our own curriculum and our online learning portal all help us share knowledge and resource, helping to simplify work processes and manage workloads for an improved work-life balance.

As a group, we can reward our staff better: with good career opportunities, better pay, benefits, and ultimately, the satisfaction of helping children to succeed. We invest in our staff wellbeing and our academies each have at least eight INSET days per year (with three of those solely dedicated to planning), and an ongoing group-wide wellbeing programme. It's an ethos we call 'the best in everyone'.

***“Warm, respectful relationships between staff and pupils are noticeable. This creates a positive and nurturing atmosphere, particularly in the primary phase.”***

**(Ofsted, February 2026)**



***“The staff and students at KBA make it a special place to work.”***

**(Staff Survey, November 2025)**

# About Northamptonshire

Kettering Buccleuch Academy is situated within close reach of Kettering town centre. Kettering is a historic market and industrial town located in North Northamptonshire. It has great transport links direct into London by train in about an hour. It also has direct access to the A14, linking it with the A45 and M1. There is a wide range of attractions both in the town and the surrounding county, such as:

- Museums and theatres – Kettering Museum and Art Gallery, The Lighthouse Theatre, The Royal and Derngate
- Manor houses and gardens – Boughton House, Kirby Hall, Rockingham Castle
- Great retail outlets - Rushden Lakes
- Excellent value for your money on houses and flats
- Historic surrounding market towns and villages with local markets
- Variety of cycleways - Cycle Northants
- Wide range of country walks to take you away from the pressures of modern living
- Parks, lakes and water sports – Wicksteed Park, Stanwick Lakes
- Great sporting scene – Northampton Saints, Northamptonshire County Cricket Club & Kettering Town Football Club
- Picturesque golf courses – Kettering Golf Club
- Beautiful parkland and forests
- Canals and rivers



Wicksteed Park



Kirby Hall



Northampton Saints



Royal and Derngate Theatre



Boughton House

# Job Description and Person Specification

## Job Description – Exam Invigilator

**Kettering Buccleuch Academy is committed to equal opportunities and to the protection and safety of all students and adults. We expect all staff and volunteers to share these commitments.**

**Accountable to:**

Exams Officer

**Responsible for:**

Administration associated with exams

## Professional Responsibilities

- Assist with the preparation of examination venues by setting out examination papers, stationery, equipment, and candidate materials in accordance with examination board regulations and academy procedures.
- Follow and enforce all examination regulations, policies, and procedures to ensure the integrity and security of examinations.
- Welcome and direct candidates to their allocated seats prior to the commencement of examinations.
- Advise candidates regarding authorised and unauthorised items within examination venues.
- Ensure that examination conditions are maintained at all times, including enforcing silence and appropriate conduct within examination rooms.
- Supervise candidates throughout examinations, responding to procedural queries and managing any irregularities in accordance with established guidelines.
- Complete attendance checks and maintain accurate records of candidate attendance.
- Record details of late arrivals and early leavers, collecting and securing examination scripts as required.
- Escort and supervise candidates who need to leave the examination room temporarily, ensuring examination regulations are adhered to at all times.
- Supervise candidates during comfort breaks, including toilet visits, ensuring that no unauthorised materials are accessed.
- Collect, collate, and securely return examination scripts and materials at the conclusion of examinations in accordance with strict procedures.
- Oversee the orderly and quiet departure of candidates from examination venues, ensuring no examination materials or academy property are removed without authorisation.
- Supervise candidates during timetable clashes and maintain examination conditions during any required supervision periods.
- Assist the Examinations Officer with the organisation, preparation, distribution, and secure handling of examination materials before, during, and after examination sessions.
- Support candidates requiring access arrangements, including acting as a scribe or reader where appropriately trained and authorised.

## Professional Development

- Participate in training, briefings, and professional development activities relevant to the invigilation role.
- Maintain up-to-date knowledge of examination board regulations, academy policies, and invigilation procedures.
- Engage constructively in performance review and appraisal processes as required.

## Academy Policies and Procedures

- Adhere to academy policies, procedures, safeguarding requirements, and health and safety regulations.
- Maintain confidentiality regarding examination materials, candidate information, and examination outcomes.
- Communicate effectively with the Examinations Officer, academy staff, and candidates to ensure the smooth running of examinations.
- Attend meetings, training sessions, and briefings as directed.
- Support academy quality assurance processes relating to examinations and assessment administration.

## Teamwork and Professional Conduct

- Work collaboratively as part of the examinations team, contributing positively to effective working relationships.
- Demonstrate professionalism, impartiality, reliability, and integrity at all times.
- Promote a calm, fair, and supportive examination environment for all candidates.

## Resources and Health & Safety

- Assist with the preparation, transportation, storage, and secure handling of examination materials and equipment.
- Ensure examination venues are safe, suitably arranged, and fit for purpose before candidates enter.
- Report any health and safety concerns, security breaches, or incidents promptly and in accordance with academy procedures.
- Support the efficient use and care of examination resources, equipment, and facilities.

This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing need of the service, always in consultation with the post holder.

Every member of staff at Kettering Buccleuch Academy has a responsibility to promote and safeguard the welfare of children and young people with whom they come into contact.

We are an inclusive academy and strive to be a learning, caring and thriving institution.

We take the safeguarding of students and staff seriously at Kettering Buccleuch Academy. All staff are expected to support this ethos.

Signed: \_\_\_\_\_

Job Holder

Date



**Kettering Buccleuch Academy**

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Part of United Learning

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