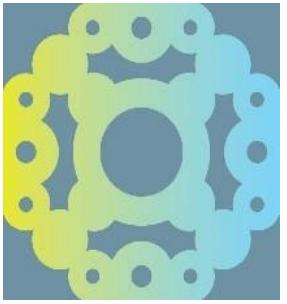




Wren Academies Trust
Wren Academy Enfield
Examination Invigilators



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Introduction to the Wren Academies Trust

Welcome to the Wren Academies Trust. The Trust began with the opening of Wren Academy Finchley in September 2008 which grew to become an all through school of over 1400 students aged between four and 18. It has become one of the most successful schools in the country, as it has gained an excellent reputation for the learning focused education offered to students combined with outstanding academic results. We are delighted to have then been given the opportunity to open our new secondary school, Wren Academy Enfield, which welcomed 184 pioneer students into our inaugural Year 7 in September 2020 and will continue to grow each year until it has over 1200 secondary students.

The Trust is proud of its success; Wren Finchley has received three outstanding Ofsted judgements, two outstanding SIAMs reports and achieved excellent GCSE and A Level results. Wren Enfield is already one of the most oversubscribed schools in Enfield with every sign indicating that it will be equally successful.

Whilst our high-quality lessons and enrichments make Wren schools rewarding places to learn or work in, perhaps the most unusual thing about our Trust is the quality of the relationships you will find within it. Students and pupils like and respect each other and value their opportunities to learn. They get on exceptionally well with staff, as adults and students work together in a productive and trusting atmosphere. Children thrive by being given a high degree of responsibility and this leads to the exceptional behaviour Wren is so well known for.

Student leadership is at the heart of our philosophy with curriculum advisers, lesson observers and interviewers working along with a more traditional student and pupil councils. We believe that Wren students are given unequalled opportunities to learn, to encounter positive life experiences and to excel. Underpinning all of our work with students and staff is our vision which is based on widely recognised moral and social values and informs all aspects of our work. We have built communities which provide an education that enables all pupils and students to thrive. Our aim is that they become lifelong learners reaching their academic and social potential through a commitment to justice, kindness, and humility.

Gavin Smith
Executive Principal

Welcome from the Principal

Thank you for your interest in this post. Wren Academy Enfield opened in September 2020 with a first cohort of Year 7 students and has then grown each year with the addition of a new year group. Our oldest students are now in Year 12 with over 100 students enrolled and our first set of GCSE results reflects the hard work, resilience, and commitment of both students and staff. These outcomes, when compared to last year's results within the local authority, are likely to place us at the top in comparison to non-selective schools within the borough.

This year we launched the Sixth Form in Year 12 offering the full range of A Levels. We are therefore looking to extend our pool of Exam Invigilators, to help support the Examination Officer in offering our students a calm, clear and safe environment to achieve the best results possible.

The information given in the documentation here and on our website should give you a clear understanding of the Academy. However, if you wish to find out more, please contact Penny Culmer on 020 3150 4604.

If you decide to apply, please follow this guidance carefully. Applications will be considered as they are received. Please make your application through [MyNewTerm](#).

Finally, thank you for taking on the demanding and time consuming task of preparing your personal statement for this role. I look forward to receiving your statement and taking the next steps in the appointment process.

Ertunc Hussein
Principal



Vision and Ethos

Do justice, love kindness, walk humbly with your God - Micah 6v8

We aim to create an inspirational community of learning rooted in Christian values, providing outstanding educational opportunities and experiences for all students regardless of age, ethnicity, ability and background. We combine our ambitions for students' outstanding academic attainment with an emphasis upon their personal growth as individuals, citizens and active learners. The values and vision which grow from our Christian ethos have helped Wren create a positive and inclusive atmosphere, in which all students and their families are welcomed. We find that having many different faiths in a school and taking faith issues seriously, generates understanding, tolerance and mutual respect in young people.

We are inspired by the Biblical account of the encounter between Jesus and Zacchaeus to build a community and provide an education which enables all students to thrive and reach their full potential. This is done so that our community then has a positive impact on the world motivated by our foundational Bible passage: Do justice, love kindness, walk humbly with our God – Micah 6v8.



We support and challenge each member of our community to experience life in all its fullness.

Wren Academies Trust

Wren Academy Enfield

Examination Invigilator

Job Description

To provide an efficient and effective invigilation support in conducting internal and external examinations for students, ensuring that all JCQ regulatory requirements for the conduct of examinations are strictly adhered to. To have an understanding of and commitment to maintaining the appropriate standards of confidentiality/security of examination materials.

Hourly rate: £13.62

Start Date: March/May/June/December

Reporting to: Vice Principal

Key Tasks:

1. To assist with the preparation of the examination rooms and ensure that the awarding body requirements are strictly adhered to.
2. To take all reasonable steps to ensure that:
 - a) The candidates are only in possession of stationery permitted by the Examination Boards. Candidates take into the examination room only those articles, instruments or materials which are expressly permitted
 - b) Candidates have all the necessary materials to enable them to complete the examination
3. To help ensure that a signed record is kept of the seating and invigilation arrangements, which entail completing the attendance register during the exam using the seating plan, recording the start and finish times, deal with students not on the register and guiding the students to their seats.
4. To help ensure late candidates are briefed and seated with minimum fuss and the time recorded.

5. To open and distribute examination papers and authorised materials under the direction of the Examinations Officer or Lead Invigilator responsible for the examination session, ensuring candidates have the correct papers.
6. To help ensure that regulations announced at the beginning of each examination are adhered to.
7. To read any erratum notices.
8. To supervise the candidates in a quiet and unobtrusive manner throughout the whole time the examination is in progress and give complete attention at all times to this duty.
9. To help collect and collate the examination scripts at the end of the examination in accordance with the exams board rules and regulations. Ensure the students have written on the front of the paper their candidate number, name and, where necessary, signature (the paper reference is printed on the paper). Check scripts are in candidate number order and there are no scripts missing.
10. To supervise candidates leaving the examination room, ensuring that candidates do not remove scripts, equipment or other stationery from the room without authorisation and that the candidates leave in an orderly and quiet manner.
11. To collect any unused stationery and return it to the examinations office and check that nothing is left behind in the room. Check that no graffiti has been made during the examination and that the whole room is left tidy.
12. To respond to candidate queries in accordance with exam regulations.
13. To deal with candidates who may need to leave the exam room..

To assist the Examinations Officer with other examination processes, this may include the following:

1. Packaging of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues as appropriate.
2. Delivery of scripts to the reception area for collection by Parcel force.
3. To read or scribe for students with access arrangements, after completing appropriate training.

Person Specification

Professional Skills and Experience

1. Knowledge of the 'Instructions for the Conduct of Examinations' produced annually by the JCQ (Joint Council for Qualifications).
2. Knowledge of the roles of the JCQ and Awarding Bodies.
3. Knowledge of school's examination policy and procedures.
4. Demonstrate accuracy and a high attention to detail.
5. Communicate with candidates and members of staff clearly and accurately.
6. Work as part of a team or alone as necessary.
7. Demonstrate effective oral and written communication skills.
8. Act on own initiative, dealing with any unexpected problems that arise.
9. Undertake ongoing professional development appropriate to the role.

Personal Qualities and Desirable Criteria

1. Be committed to maintaining a distinctive and inclusive Christian ethos in the Academy.
2. Be a constructive and dependable team member
3. Demonstrate a flexible approach to work.
4. Offer reliability and punctuality.
5. Keep calm under pressure or during unexpected circumstances.
6. Demonstrate common sense and initiative.
7. Be firm but fair at all times.
8. Willingness to participate in in-house training for the role.
9. Can maintain confidentiality on all Academy matters.
10. Previous experience of invigilating examinations in a school environment would be an advantage.

Wren Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



Academy Information 2025/2026

The Wren Academies Trust is sponsored by the London Diocesan Board for Schools (Church of England) and Berkhamsted School. Having established an excellent first academy in the London Borough of Barnet, we have grown to a full secondary school and launched the Sixth Form with over 100 students enrolled in Year 12.

Our first set of GCSE results reflects the hard work, resilience, and commitment of both students and staff, demonstrating the strength of our curriculum, the quality of teaching, and the supportive culture we have built within the academy. These outcomes, when compared to last year's results within the local authority, are likely to place us at the top in comparison to non-selective schools within the borough.

Since opening in September 2020 the school has been closely modelled on the successful Wren Academy Finchley whilst creating a distinctive vision and ethos which matches the needs and aspirations of Enfield students who join the school. It is planned that the school will repeat the success of Wren Academy Finchley which has achieved some of the best GCSE progress results in the country and has created a highly successful academic Sixth Form.

Wren Academy Enfield is a comprehensive school, which welcomes students whatever their previous academic attainment, then does all it can to maximise their academic and social potential. We are a vibrant and culturally diverse learning community where all members benefit from our distinctive and inclusive Christian vision inspired by the encounter of Zacchaeus with Jesus (Luke 19v1-10) and the exhortation found in Micah 6v8 to 'Do justice, love kindness and walk humbly with your God'.

The curriculum is innovative, challenging and engaging. There is an extended school day with lessons of varying lengths, single sex teaching in core subjects and an extensive timetable of enrichment activities. Music plays a key role in the enrichment programme with the provision of choirs, an orchestra, jazz band, drum groups and student led ensembles.

Each half term Focus Days are organised when the usual timetable gives way to in depth study of a range of issues relating to PSHE, the academy specialism and our ethos. To further support learning and social development, a House system is in place which is organised into vertical tutor groups of students in Years 7-10.



Single sex teaching takes place in English, Mathematics and Science and is in place to promote strong outcomes for both girls and boys. The approach has been highly successful at Wren Academy Finchley where there is a higher proportion of girls studying Mathematics and Physics A Levels and then related degrees than would normally be the case. Similarly, the number of boys in English A Level classes, and then studying the subject at university has also been strong.

Inspired by Sir Christopher Wren, our specialism is Design and the Built Environment. Key skills associated with the specialism, such as planning and creativity, impact across all subjects. We work closely with a range of public and private sector partners in delivering the specialism and in ensuring it enhances but never dominates our curriculum. Given the proximity to the Chase Farm Hospital we are exploring ways that the specialism can incorporate the field of medical science to the benefit of all students.

We develop students' learning skills and attitudes through our immersion in a strong learning philosophy. This is based on the 6 Rs which encourages students to be

- Resilient
- Relational
- Reflective
- Redemptive
- Resourceful
- Reverent

All learning is supported using digital tablets which are an expected item of equipment for every student. The use of the technology enhances learning within the classroom and at home whilst also being fully utilised to support student progress.

Colleagues are encouraged to innovate and to develop new ways of learning and working together. Taking advantage of the curriculum and lesson planning from Wren Academy Enfield, teachers develop and enhance existing learning resources to create exciting curriculum opportunities for the benefit of students in both schools.



How to Apply

Application deadline

Completed application will be considered as they are received.

Completing your application

Candidates are asked to read the details carefully, especially the Job Description and Person Specification. Please complete all the standard information required on the application form. Failure to provide information requested may lead to your application being rejected. Please complete your application through [MyNewTerm](#).

CVs will not be accepted.

Visits

Visits to the academy are welcome. Appointments can be arranged by emailing recruitment@wrenacademiestrust.org or by calling the Academy on 020 3150 4604.

Selection process

The selection process may have a combination of tasks, activities, lesson observations and panel interview. Further details will be provided to the candidates shortlisted for interview.

References

Candidates are advised that references will be taken up immediately after shortlisting. Referees should be warned of the need to respond within the timescale set. The post will be offered subject to satisfactory completion of pre-employment checks.

Equality, Diversity and Inclusion

The Trust is committed to inclusion and is an equal opportunities employer. We aim to create a welcoming, respectful and safe environment for all members of our community, from every ethnicity, gender, sexual orientation, age, ability/disability, religion and background. We know that more diverse teams are stronger teams, and that the more inclusive we are, the more our staff and pupils will feel a sense of belonging and will thrive. To enable us to make any reasonable adjustments, please let us know what you would require when you submit your application.

Safeguarding

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The Trust may carry out online searches on shortlisted applicants and all applicants will be required to provide details of their online profile, including social media accounts, as part of their application.

The post is exempt from the Rehabilitation of Offenders Act 1974. The Trust is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.



Wren Academy Enfield

