



**TAPESTRY  
LEARNING  
PARTNERSHIP**

JOB OPPORTUNITY

## **Exam Invigilator**

**Djanogly City Academy, Nottingham, Nottinghamshire**

0-37 hours per week, Casual Contract

Pay Scale 2: £13.22 hourly (£25,518 FTE)

### **Join us on an exciting journey of transformation and excellence.**

At Tapestry Learning Partnership, we believe in the power of education to change lives. Formed in January 2026 through the merger of two strong trusts, QEGSMAT and Djanogly Learning Trust, we are building a future where every child succeeds and flourishes. Now, we are looking for a passionate and committed Office Manager to play a vital role in supporting this vision at Kensington Junior School in Ilkeston, Derbyshire.

### **About the Role**

Exam Invigilators are responsible for the smooth and secure running of examinations, ensuring exam regulations are followed and that scholars can complete their assessments in a fair and supportive environment. The role requires vigilance, professionalism and the ability to follow procedures accurately.

### **Who We're Looking For**

We are seeking dependable and vigilant individuals who can help create a calm and supportive examination environment. You will be organised, observant and able to remain focused for extended periods of time. The ability to follow procedures, act impartially and communicate clearly with candidates and colleagues is essential. This role would suit someone who is punctual, trustworthy and comfortable working as part of a team. Full training will be provided.

### **About Djanogly City Academy**

Djanogly City Academy is a vibrant and inclusive learning community dedicated to inspiring and empowering every scholar it serves. Situated at the heart of Nottingham, the academy welcomes learners from diverse backgrounds, celebrating individuality while fostering a shared passion for curiosity, creativity, and achievement. At Djanogly, every pupil is valued and supported to grow academically and personally.

The academy's ethos is built on high expectations, mutual respect, and a commitment to excellence. Scholars are encouraged to be confident, resilient and compassionate citizens, equipped with the knowledge and skills to thrive in an ever-changing world. Through engaging teaching, enriching experiences and strong partnerships with families and the wider community, Djanogly City Academy nurtures a culture where scholars are motivated to reach their full potential and make a positive contribution to society.

Our latest Ofsted inspection report recognises our many strengths and the strong progress being made across the school. Some key highlights include:

- Djanogly City Academy is a welcoming and inclusive school that celebrates the diversity of its local community.
- There is a strong, caring ethos. Pupils feel safe and well supported, and the vast majority are happy in school.
- The school has high expectations for all pupils, encouraging them to achieve their best academically and personally.
- Pupils with special educational needs and/or disabilities (SEND) and those who speak English as an additional language are well supported to access and succeed in the curriculum.
- The curriculum is well planned and increasingly ambitious, ensuring pupils build knowledge and skills effectively over time.
- Pupils are polite, respectful and considerate towards each other and towards adults.
- Strong, trusting relationships between staff and pupils support learning and personal development.
- Pupils benefit from high-quality pastoral care and know that staff are approachable and available if they have concerns.
- Leaders are mindful of staff well-being and workload, creating a supportive working environment.
- Staff are proud to work at Djanogly City Academy and feel valued as part of the school community.

## Why us?

As part of our Trust, you'll benefit from:

- A supportive network of professionals who share your commitment to excellence
- High-quality professional development and career progression opportunities
- A caring, inclusive organisation that values staff wellbeing and work-life balance
- Access to a range of employee benefits designed to promote health and wellbeing

This is your chance to be part of something special. Help us shape the future and make a lasting impact.

Tapestry Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is a criminal offence to engage or seek to engage in regulated activity or regulated work with children, if you appear on the DBS barred list. All appointments are subject to an Enhanced DBS check and be eligible to work in the UK.

Further information about our commitment to Safeguarding can be found at: [Tapestry Learning Partnership](#)

Please be aware, the Trust may also consider performing an online presence check as part of their pre-employment checks.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any cautions, convictions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

If you are interested and wish to have an informal conversation to discuss the role or would like to visit the school, we would be happy to arrange this, please call 0115 9322920.

Further details about our school can be found on our website: [Djanogly City Academy](#)

To apply for this position, please visit our careers page via our website: [Tapestry Learning Partnership](#)

**Closing date for applications:** 16 February 2026 at 10am

**Interview date:** To be confirmed

**Potential Start date:** As soon as possible

# JOB DESCRIPTION

<b>Post Title:</b>	Exam Invigilator
<b>Reporting to:</b>	Examinations and Data Manager
<b>Grade:</b>	Scale 2
<b>Disclosure Level:</b>	Child Workforce - Enhanced, Children's Barred List

## Purpose of the Post

To assist in the administration and facilitation of student examinations that meet school and statutory requirements.

## Key Duties and Responsibilities

- Supervise students undertaking school and external examinations in accordance with statutory and school requirements;
- Be responsible for implementing the Guidance for Invigilators as directed by the Examinations Officer and exam board;
- Supervise students under examination conditions with regards to communication and conduct;
- Ensure the appropriate preparation of the exam room as required by the exam board e.g. a clock is visible to candidates and exam board instructions to candidates are displayed.
- Assist in the efficient timekeeping of the examination.
- Facilitate admitting students into the examination room and assist in the location of the allocated seats under examination conditions. To ensure students leave the examination room under examination conditions.
- Distribute examination papers and associated materials at the beginning of the examination, help collect examination papers and associated materials at the end of the examination and help prepare examination papers for despatch to the external marker.
- Distribute additional paper and or equipment to students as necessary;
- Respond to student's non-curricular queries in accordance with examination regulations
- Escort and supervise any student who may need to leave the examination room in an emergency;
- Identify any minor behaviour issues and ensure they are dealt with in accordance with the school's behaviour management policy;
- Be responsible for reporting any breaches of the examination code of conduct to the supervising teacher/invigilator/Examinations Officer immediately;

## Main Duties:

- Assist with the arrangement and distribution of examination materials in the examination room

- Ensure that students are seated correctly during examinations
- Complete examination attendance sheets accurately
- Read examination instructions to candidates before examinations begin (Lead Invigilator)
- Responsible for the security of examination papers/scripts outside of the Examinations Office
- Provide advice and information to candidates as required in accordance with JCQ guidelines
- Be aware of candidates in the examination room who may need Access Arrangements, and those candidates who sit the examination elsewhere in the school
- Scribe for students who have this as an access arrangement
- Be aware of JCQ definitions of malpractice, be vigilant towards any such behaviour during examinations and report instances of malpractice to the Examinations Officer
- Report to the Examinations Officer any incidences of malpractice by candidates and a willingness to be involved in the malpractice process
- Eliminate noise outside the examination room as far as possible
- Provide guidance to candidates in the event of evacuation of the premises
- Check that student details are correctly completed on examination materials at the end of each examination
- Collect examination scripts and papers at the end of each examination
- Assist Examination Board officials in their inspections
- Attend training sessions for invigilators in school as required
- Complete any other required duties at the discretion of the Examinations Officer

#### The post holder is expected to:

- Maintain strict confidentiality and adhere to data protection legislation and associated Trust policies at all times.
- Demonstrate a clear understanding of, and commitment to, safeguarding and child protection, maintaining an awareness of relevant procedures and responsibilities.
- Comply with the Trust's Health and Safety Policy and ensure safe working practices in the performance of all duties.
- Uphold and promote the principles of the Trust's Equal Opportunities Policy in all aspects of the role.
- Adhere to all other relevant Trust and school policies and procedures.
- Undertake any training and professional development necessary to effectively carry out the duties of the post.
- Perform any other reasonable duties commensurate with the level and responsibilities of the role, as required by the Trust.

# Person Specification

Post requirements	Essential	Desirable	Evidence and Assessment
<b>Qualifications</b>			
Good standard of education	✓		
Experience of working in an educational environment		✓	
<b>Experience</b>			
Understanding and experience of the examination process		✓	
Effective oral/numerical and written communication skills	✓		
<b>Examination Protocols</b>			
Ability to adhere to and implement strict protocols.	✓		Application form
Ability to confidently raise any breaches of procedures or codes.	✓		Application form
Attention to detail in ensuring correct information is distributed and collated appropriately.	✓		Application form, references
Ability to demonstrate a problem centred approach to work.	✓		Application form, references
Ability to demonstrate sound judgement.	✓		Application form, references
Ability to work on own and use initiative.	✓		Application form, references
Ability to work under examination conditions and supervising students in a quiet and unobtrusive manner.	✓		Application form, references
<b>Communication</b>			
Effective communication skills both verbally and in writing.	✓		Application form, references
Ability to assist students and respond to queries effectively.	✓		Application form, references
Ability to effectively address and defuse minor behaviour issues as not to impact on the examination process.	✓		Application form, references

<b>Team Work</b>			
Ability to work effectively as part of a team.	✓		Application form, references
Effective interpersonal skills in order to maintain good working relations.	✓		Application form, references
Honesty and Integrity.	✓		Application form, references
<b>Other</b>			
Ability to work flexibly and outside of normal school hours.	✓		Application form, references
<b>Personal Qualities</b>			
Belief in the values and behaviours of TLP	✓		Application form, references
Commitment to equal opportunities and diversity in the performance of duties	✓		Application form, references
Good interpersonal skills and reliability	✓		Application form, references
Professional approach to work	✓		Application form, references
Accuracy and attention to detail	✓		Application form, references
Ability to work under pressure to deadlines	✓		Application form, references
Ability to make decisions	✓		Application form, references
Discretion/confidential	✓		Application form, references