



Exam Invigilator

Campsmount Academy





RECRUITMENT INFORMATION PACK

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Dear Applicant,

Thank you for your interest in this exciting position of Exam Invigilator at Campsmount Academy. The successful candidate will have the opportunity to have a positive impact on many young people's lives. Within this application pack you will find a job description and person specification, as well as information on the Academy and how to apply. I would strongly encourage you to visit our Academy website on www.campsmount.com and our twitter account @CampsmountAcad, to see up to date information on life at Campsmount.

Campsmount is a happy, ambitious, inspirational and inclusive place where students and staff enjoy learning together. We have a clear vision for the Academy; Creating the best version of you today, for success tomorrow. This is built on our four core values of Ambition, Responsibility, Integrity and Pride.

We hope that you feel Campsmount will be the right school for you and you intend to apply for the role. We believe that it is a great place to work and that you will find this role rewarding and enjoyable.

Yours faithfully,



Jordanna Proctor
Headteacher

Jordanna Proctor Headteacher
Email: heads.pa@campsmount.com
www.campsmount.com

Our Vision:
'Truly great students in truly great schools'

INTRODUCTION TO CAMPSMOUNT



Campsmount is situated in the village of Norton, approximately 10 miles North of Doncaster on the border of West and North Yorkshire and with easy access to both the A1 and the M62. Our catchment area includes Norton and the ex-mining communities of Askern and Campsall, with students also travelling from more rural communities in North, West and South Yorkshire.

Our Academy benefits from a very attractive site which comprises excellent sports facilities, including floodlit all weather courts. In 2012, we moved into our superb new building that provides outstanding facilities for staff and students.

Campsmount is an Academy within Leger Education Trust. We are committed to providing a high quality education for students, regardless of ability, and we offer a wide range of learning experiences that will inspire, engage and motivate all learners, leading to success and achievement.

As an Academy, we are committed to becoming a 'truly great school' in every aspect and we believe that quality teaching first will ensure students make excellent progress. We pride ourselves on the atmosphere and ethos around the Academy. Our expectations of our students and also ourselves are high, and as a result we are looking for a particular individual who can meet these expectations.



TRUST VISION & VALUES



Our Vision

Truly great students in truly great schools

Our Mission

A high-quality learning experience that fulfils all students' potential, shapes their individual character and allows them to thrive.

Our Vision

Truly great students in truly great schools

Our vision is simple... we want to nurture all our students to be amazing young people who are ready to thrive and shape our world. Through excellent teaching, leadership, governance and parental support we will achieve this together and, as a result, have schools of which we can all be proud.

A truly great student in our Trust embodies each of our four values; they take pride in their actions, have high ambitions for themselves and others, take responsibility and demonstrate integrity in everything they do.

Our Mission

A high-quality learning experience that fulfils all students' potential, shapes their individual character and allows them all to thrive

To achieve our vision, we will provide all students in all our academies with a high-quality learning experience, every lesson, every day, which focuses on developing their unique character. The Trust culture will ensure that students are happy, safe, positive and the needs of every individual are met.

All students will have a voice in their education and their future. This experience will foster independence, a sense of community and an appreciation of sustainability and the environment in which they live.



Pride

We are the champions of our students, our Trust and our people

We do our best at all times and present ourselves positively and respectfully. We promote everything that is great, celebrate our schools and we believe in the contribution of every individual



Ambition

We challenge ourselves to innovate and do better every day

We set the highest of standards for ourselves and others and we are outward facing and life long learners. We genuinely show that we want the best for all and are always eager to embrace self development and improvement



Integrity

We operate with honesty, transparency, and serve our community

We have a clear moral awareness and appreciation of how our actions impact on those around us. We care for each other and promote altruistic behaviours



Responsibility

We act responsibly, take ownership for our actions and care for each other

We know how to achieve our goals and demonstrate the initiative and independence to reach them. We embrace challenges and persevere when things get difficult. We become role models for others whilst valuing and celebrating diversity



The Application Process

Further details about Campsmount Academy can be found on the school website: www.campsmount.com and also the twitter feed @CampsmountAcad

To complete an application please click on the link below (this will open up an online form via the 'My New Term' website):

<https://mynewterm.com/jobs/138116/EDV-2025-CA-90299>

Please contact the Academy if you require a paper copy of the application form.

It is expected that all candidates have read our Safeguarding Child Protection Policy which is available on the application page of MyNewTerm or on the Policy page of our website.



Job Title:	Exam Invigilator
Grade of Post:	Grade 4 £12.89 per hour
Hours of Work:	Casual hours
Responsible to:	Data and Exams Manager/Exams Officer
Responsible for:	N/A
Job Purpose:	To oversee and supervise examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions.
Location:	Campsmount Academy

The Academy Governing Body is seeking to recruit Exam Invigilators to support the running of student exams in the Academy.

This post would ideally be suited to applicants who have experience of working with young people, can be a role model to students and who are able to work flexible daytime hours. Full training will be provided and working hours will be allocated for each exam period.

Applicants should have a good general education, good literacy and numeracy skills and good written and verbal communication skills.

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. This post is subject to an enhanced DBS check.

Please note that this is an open-ended advert and we welcome applications all year round. All successful applicants will be added to our team of invigilators, and you will be contacted before each exam period to establish availability.

If you require any additional information regarding this role then please contact our Data and Exams Manager Laura Ransom at lransom@campsmount.com



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Main Duties

- To prepare the examination room according to the requirements of the examination board (distributing papers and preparing associated materials).
- To supervise candidates in a quiet and unobtrusive manner to ensure examination board regulations are strictly observed.
- To provide assistance to candidates during examinations (e.g. enable them to find their allocated seats quietly and efficiently or answering enquiries during examination sessions).
- To assist in the efficient timekeeping of examinations.
- To deal with any minor behaviour issues in line with the academy policy, reporting any breaches of examination code of conduct to the supervising staff member/invigilator/examinations officer immediately.
- To maintain the security of the examination papers and/or candidate scripts before, between and following the examination.
- To ensure the examination room is clear and tidied for the next session and that equipment is fully stocked.
- To be aware of and work in accordance with the Data Protection Act 2018, including the General Data Protection Regulations (GDPR) 2018.
- To understand and comply with the statutory guidance regarding safeguarding of children, ensuring the safeguarding and promotion of children's welfare at all times, reporting any concerns to the Designated Safeguarding Officer immediately.
- To comply with the Trust and academy's policies and procedures at all times.
- To undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

This job description may be amended at any time following discussion between the Principal and member of staff and will be reviewed annually. Employees will be expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.



Person Specification

Exam Invigilator	Essential	Desirable	How Assessed
Experience, Knowledge and Skills			
Willing to take part in the staff development plan by participating in arrangements for further training and development	✓		Application form and at interview
A good standard of education	✓		Application form and at interview
Maintain strict confidentiality of information	✓		Application form and at interview
Working in a school or learning environment		✓	Application form and at interview
Understanding of relevant policies and procedures	✓		Application form and at interview
Excellent relationship with members of staff and students	✓		Application form and at interview
Flexibility with regards to working hours during examination periods	✓		Application form and at interview
Good organisational and personal management skills	✓		Application form and at interview
Ability to work independently or within a team	✓		Application form and at interview
Basic knowledge of first aid		✓	Application form and at interview
Reliable	✓		Application form and at interview
Understanding of academy child safeguarding procedures	✓		Application form and at interview
A commitment to making a difference to improving the life chances of our students.	✓		Application form and at interview
Other:			
Must satisfy relevant safer recruitment checks (including DBS check)*	✓		Documentary evidence

Leger Education Trust will require the appointed candidate to gain satisfactory relevant background checks in accordance with safer recruitment guidelines; this will include an Enhanced (with Barred) Disclosure check.

