



Wren  
Academy

# Wren Academies Trust

Wren Academy Finchley

Examination Invigilator

Start date: March 2026

Candidate Information - January 2026



**Wren  
Academy**

## Contents

- [Introduction](#)
- [Job Description](#)
- [Person Specification](#)
- [Selection Process](#)



## Introduction

Wren Academy Finchley opened in September 2008 as a new school sponsored by the London Diocese of the Church of England and Berkhamsted School. It takes its name from Sir Christopher Wren, the famous polymath, with the intent to inspire students to be curious and explore a wide range of academic disciplines. We have come a long way since 2008 and are now an all through school with over 1500 students aged between 4 and 18. The Academy has continued to grow as we opened our Sixth form in 2013 and have taken on new primary cohorts since 2015. Wren Academy Finchley is proud of its successes having secured exceptional academic progress for our students at KS2, GCSE and A Level. We have also established a national reputation for excellence in teaching and learning, developing an approach that focuses consistently on enabling young people to be effective learners, regularly hosting visitors from the Republic of Ireland and Netherlands.

### Wren Academies Trust

Wren Academies Trust was established in September 2020 with the opening of Wren Academy Enfield, a new 11-18 secondary school. The development of a second Academy has led to further

collaboration and innovation with subject departments regularly sharing resources and aligning assessments to reduce workload. The trust is continuing to expand with the inclusion of St Mary's and St John's, another Barnet all-through school, due to formally join the Trust in 2025. The size of the Trust provides many opportunities for continued Professional Development and career progression

**Gavin Smith, Executive Principal**



## Welcome from the Principal

Thank you for your interest in this post at Wren Academy Finchley.

We are 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.

Our Learning Culture is important to us and we all work together every day to ensure a calm, purposeful environment. We achieve this through:

- Shared Goals and Vision- We know where we are heading
- Collegiality- We're in this together
- Continuous Improvement and Lifelong learning- We can always get better.

We make no excuses for having high expectations of staff and students. But 'High Challenge' is accompanied by 'High Support.' Middle and Senior leaders ensure that all staff are supported to bring out the best in themselves and others.

This pack and our website should give you a clear understanding of the Academy. However, if you have any questions about the Academy or post, please do not hesitate to contact **Penny Culmer on 020 3150 4604**.

Please note applications should be made through [MyNewTerm](#). Applications will be considered as they are received.

Finally, thank you for preparing your application for this role. I look forward to meeting you if you are selected for interview.

**John Keohane, Secondary Principal**



# Wren Academies Trust

## Wren Academy Finchley

### 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:** Examination Officer

#### 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.**



# 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.

## Selection process

The selection process may have a combination of tasks, activities, lesson observations and 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. Please ensure that referees are 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**



**Wren  
Academy**