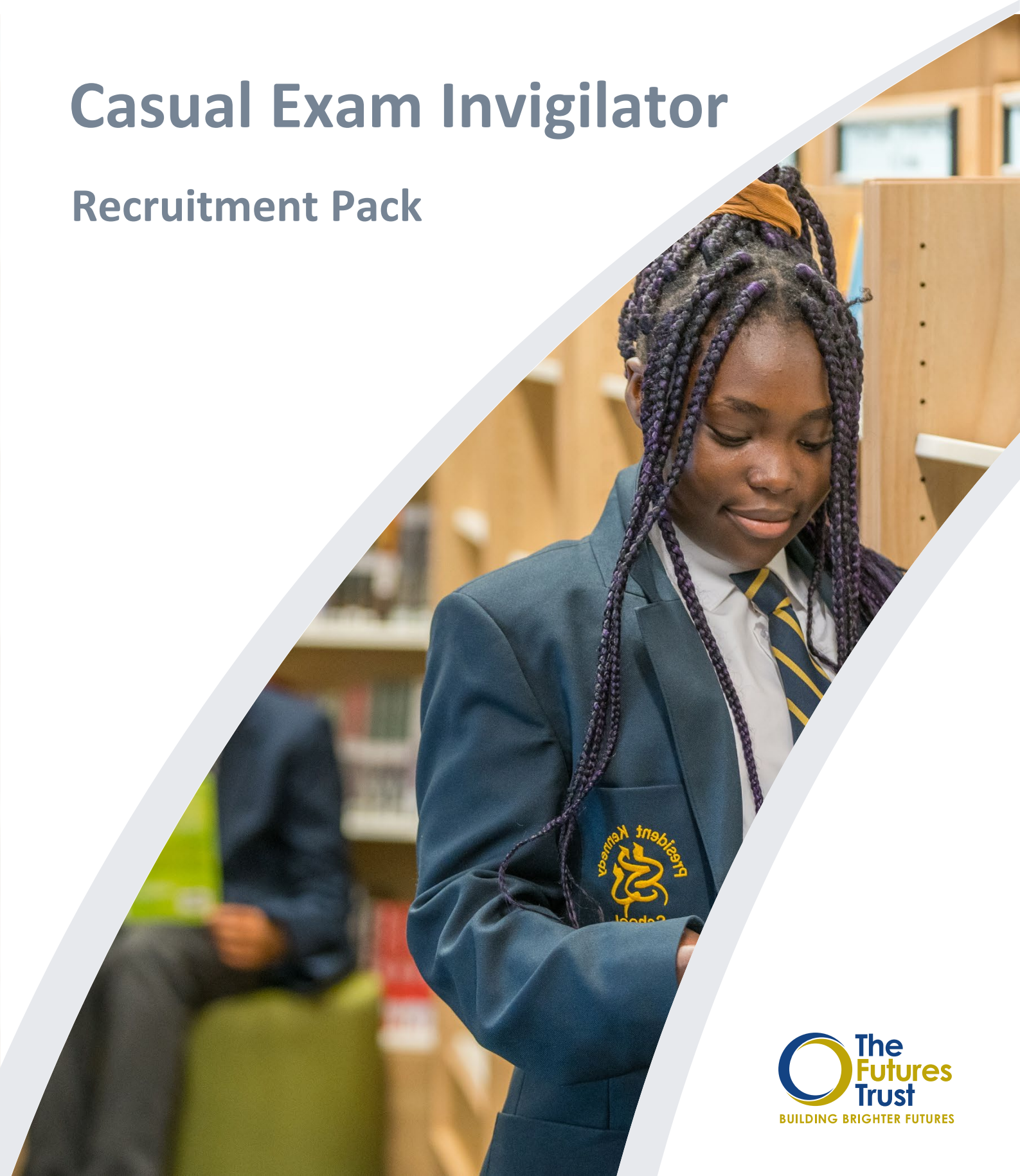
President Kennedy School

Building Brighter Futures

Casual Exam Invigilator

Recruitment Pack



The Futures Trust

BUILDING BRIGHTER FUTURES



BUILDING BRIGHTER FUTURES

Our story is one of moral purpose. We are a learning community where everyone works collaboratively to plan, spread expertise and tackle challenges together — always focused on putting the needs of our students first. Together we build brighter futures.

Our Mission

We aim to make a difference by raising the horizons and ambitions of everyone who learns, works, and lives within our diverse communities.

Our Values

The Trust is committed to building brighter futures. This commitment is underpinned by three core values:

- Student's first
- It's about learning
- No barriers

Join Us

This is an exciting time to become part of The Futures Trust. Every role here is more than a job — it's real, impactful work that makes a meaningful difference in the lives of our students and their communities. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn, grow, and truly change lives.

4
Primary Schools

6
Secondary Schools

9000+
Students

1300+
Staff

Thank you for considering a career with The Futures Trust.

We are delighted to provide you with this recruitment pack, designed to offer all the information you need to embark on a rewarding journey with us.

President Kennedy School
Building Brighter Futures

Tyson Lane

Head Teacher



President Kennedy School is an outstanding school that is committed to Building Brighter Futures for all of its students.

Every decision we make is about the young people we serve, their learning experience and their personal development. We are looking to expand our team of talented professionals who excel in their field to help us on the next phase of our exciting journey.

We look forward to hearing from you.



Job Details

JOB TITLE	Casual Exam Invigilator
OPPORTUNITY	We are seeking to appoint an excellent Casual Exam Invigilator 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. You will have a flexible and supportive approach to work and be a positive role model to pupils.
REPORTING TO	Exam Leader
LOCATION	Based at President Kennedy School with a requirement to travel to work at or for schools in the Trust.
SALARY / HOURS	Grade 1 - £12.98 per hour Flexible working pattern
BENEFITS: ENHANCING WORKING LIVES	- Competitive rates of pay - Professional development opportunities - Career pathways across the Trust - Teacher / Local Authority Pension Scheme - Online retail discount - Employee Assistance Programme - Family Friendly policies to support family & carer commitments - Flexible Working Arrangements www.thefuturestrust.org.uk/why-work-for-the-futures-trust



Job Description

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.

Duties and responsibilities:

• To conduct examinations in accordance with the Joint Council for Qualifications (JCQ) awarding body and schools within The Futures Trust
• To ensure candidates obey the regulations of an examination room in accordance with JCQ
• To play a key role in upholding the integrity of the examination/assessment process To maintain security and confidentiality
• Assist with the packaging of examination papers, stationery (sometimes heavy) and equipment prior to the examination and the delivery to and from venues as appropriate
• To assist in the setting up of examination rooms
• To ensure all candidates receive the correct examination question papers
• To be aware of any specific needs that candidates may have during an examination
• Facilitate access arrangements for candidates, for example as a reader, scribe, prompt etc. (full training will be provided)
• To start and lead the examination
• To record attendance on the official examination registers
• To record details of late arrivals
• To ensure no inappropriate items are brought into the examination hall, such as mobile phones, revision notes or other paperwork unless told otherwise

Job Description Continued

Duties and responsibilities continued:

• Ensure all candidates are aware of the pre-exam start information and of any erratum notice that may affect them
• To record any incidents that happen in the exam room incident register, and also report to the examinations office
• To ensure there is no talking or disruption for the candidates once in the examination room
• To ensure answer scripts are collected in candidate number order and are supervised as required until they are delivered to exams officer/assistant
• Escort candidates between venues during the examination as required
• To supervise clash candidates between exam sessions
• Know how to deal with emergencies in examination conditions, including evacuation routes from the building
• Keep an unobtrusive yet watchful presence over the exam, by moving quietly around the room
• Exam related administrative tasks
• To assist in other activities as may reasonably be requested by the Centre from time to time
• To attend meetings, training, refresher or review sessions as required

Line management

•There is no line management in this role.

Professional Development

• Maintain personal professional development to ensure that the knowledge and skills required to fulfill the role of exam invigilator are up to date.
• Be a professional role model, and understand and promote the aims of the School and the values of the Trust.



Person Specification

AREAS	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
EDUCATION AND QUALIFICATIONS	• GCSE C grade or higher (or equivalent) in English & Maths		Application Form Certificates
SKILLS AND ABILITIES	• Able to follow the school's safeguarding procedures and recognise when to report any concerns • Ability to lead an exam when necessary • Accuracy and attention to detail • Flexible approach to work Ability to communicate with candidates and members of staff clearly and accurately • Ability to work to predetermined instructions • Common sense and initiative • Effective oral and written communication skills • Ability to work as part of a team and independently as necessary	• Ability to relate to candidates yet maintain an air of authority • Ability to relate to teachers, other professionals, parents and students • Be confident and a reassuring presence to candidates in the exam room • Commitment to school improvement and raising achievement for all students	Application Form Interview

AREAS	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
SKILLS AND ABILITIES CONTINUED	• Ability to be firm but fair at all times. • Ability to follow recognised procedures and policies • Ability to remain positive and enthusiastic when working under pressure • Good organisation, time management, communication and interpersonal skills • Be tactful, discreet and understands confidentiality • Must be able to stand still for long periods of time		Application Form Interview
EXPERIENCE	• Experience of working with young people	• Experience of working in administration • Experience of working in an educational setting	Application Form Interview
KNOWLEDGE AND UNDERSTANDING	• An understanding of safeguarding and child protection	• UK qualifications structure • Joint Council for Qualifications • Examination Regulation	Application Form Interview
OTHER REQUIREMENTS	• A professional role model who is committed to their own professional development and to developing others • Committed to and able to promote the aims of the school and the values of the Trust: Learners First, It's about Learning, No Barriers. • Values diversity and the unique contribution that every individual makes to the learning community • Able to work calmly under pressure and withstand stress • Demonstrates professionalism, loyalty and integrity • Able to work flexibly, and to attend meetings and INSET days as required		Interview



How to apply

Closing date:
Ongoing

Interviews:
Ongoing

If you wish to find out more about this role and a career within The Futures Trust please contact the Recruitment Team:
tel: 02477 102134

To apply for this post, please complete the online application form found at:
www.thefuturestrust.org.uk/work-with-us/current-vacancies

On application please read the following policies found at:
www.thefuturestrust.org.uk/work-with-us/recruitment-pack

- President Kennedy School Safeguarding & Child Protection Policy
- Safer Recruitment Policy
- Suitability Policy
- GDPR Privacy Notice for Applicants

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

The successful candidates for all positions will be subject to an enhanced DBS check and Children's Barred List check.