



Information pack for Pioneer Secondary Academy



Exam Invigilator

Executive Headteacher welcome

Dear Applicant

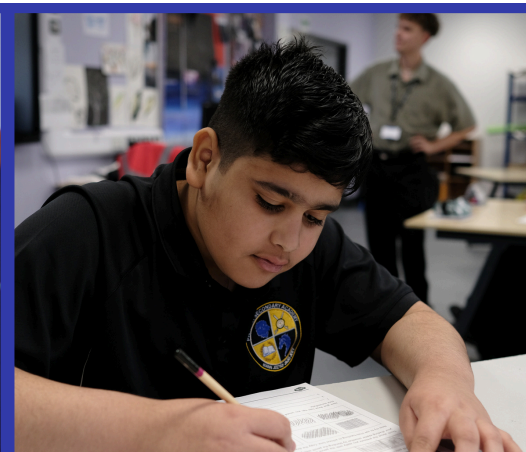
I extend a warm welcome to you as you consider applying for this position at Pioneer Secondary Academy (PSA), where I am privileged to serve as the Executive Headteacher.

As a smaller-than-average secondary school, we take pride in creating a community with a warm family atmosphere. This unique setting not only enables students to build confidence but also ensures the rapid formation of friendships that last a lifetime. Within our tight-knit community, every student is recognised, valued, and supported. While our commitment to high expectations is evident in our impressive exam results, we strive to go beyond that. Our focus is on nurturing well-rounded individuals who will become the leaders of tomorrow.

We're proud to be one of only 500 secondary schools in the UK with its own CCF unit, which, since its humble beginnings in October 2018, has flourished and now comprises 100+ cadets. Furthermore, at PSA, the Sikh spirit serves as the heartbeat of the school, guiding our ethos and our RAISE values, which comprises embracing both British and Sikh values. We strive to nurture individuals who make ethical choices and create positive change by serving others.

At PSA, we understand the importance of cultivating a team of hardworking and committed individuals seeking to advance further in their careers. We value and actively support the professional development of our diverse staff, creating an environment where personal and career growth are encouraged. We eagerly anticipate the opportunity to welcome passionate and ambitious individuals into the PSA community, where together, we continue to shape the future leaders of our world. If you are excited by what you have read so far, we look forward to receiving your application very soon.

Mr Harmeet Sahota
Executive Headteacher



Job Description

Role: Exam Invigilator **Salary:** Competitive

Apply by: Wednesday 18 December 2024 **Start date:** June 2025

Pioneer Secondary Academy are recruiting for a School Exam Invigilator! This is a fantastic opportunity to progress in your career in education and join a supportive school environment.

The role

- Checking and setting up exam rooms, distributing exam papers, and ensuring exam materials are secure
- Helping candidates find their seats, answering questions, and ensuring they understand exam regulations
- As an exam invigilator you will be expected to monitor the children in exam conditions
- Reporting incidents to the exams team, contacting a first aider if a student is ill, and organizing the safe exit of candidates in an emergency
- Collecting exam scripts, checking names against the attendance register, and returning exam materials to the exams officer

How do I apply?

Further information and an application form can be found on our school website: pioneersecondaryacademy.com.

For more information, or to arrange a visit to the school (encouraged), please contact vacancies@sikhacademistrust.com. Applications will be shortlisted and interviewed at the earliest opportunity. Early applications for this post are recommended.

PSA is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be subject to an enhanced DBS record check.

Our values

Students at PSA are taught our core values of Respect, Aspire, Integrity, Seva and Equality. Our values are represented in the word 'RAISE' and consist of the characteristics that we believe underpin the development of our students.



Our Values

Pioneer Secondary Academy

Respect

Show tolerance and empathy towards others.



Aspire

Set ambitious goals. Have no limit.



Integrity

Always do what is right. Be honest and trustworthy.



Seva

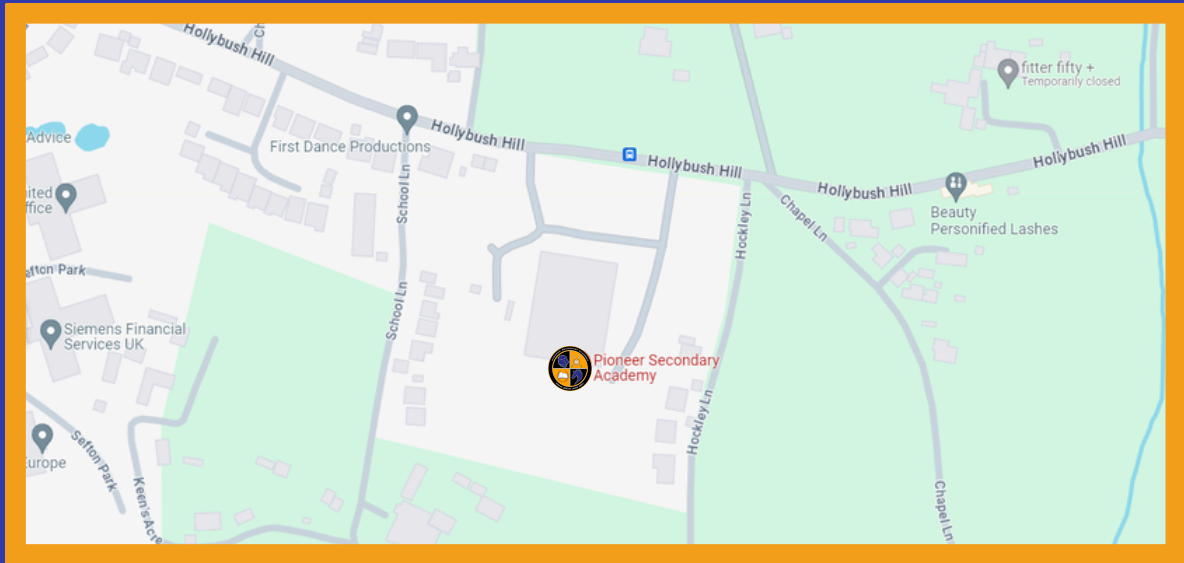
Always seek to help others. Be selfless.



Equality

Embrace our differences. Treat everyone fairly.





We are located in Stoke Poges, with transport links to Slough (106 and 107 bus). We are close to the A40 and M4 motorway. Heathrow airport is approximately 25 mins away by car.

Contact us:

Pioneer House, Hollybush Hill,
Stoke Poges, SL2 4QB

01753 662 009

office@psa-bucks.com

