



**Reach  
Schools**

CHOICE & OPPORTUNITY  
FOR EVERY CHILD

# Exam Invigilator

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Reach Schools

# Welcome,

Everyone at **Reach Schools** believes—passionately and immovably—that *every* child can and should go on to enjoy lives of choice and opportunity.

This core belief drives everything we do. We draw purpose from it, it provides us with a shared vision for every child we work with, and it fuels our tenacity to work together to make it so.

We have the most brilliant, kind and passionate team you could ever wish to work with or have your child grow into adulthood under the guidance of. We are up for doing exciting things, taking calculated risks, and championing the children who need it the most.



**Rebecca  
Cramer**  
CEO, Reach  
Schools

Every Reach school exists to serve this shared purpose. Every Reach school strives to ensure that *every single pupil will leave us with the skills, attributes and academic qualifications to go on to enjoy lives of choice and opportunity.*

To do this, [Reach Schools](#) bring their respective communities together to affirm a shared dedication and commitment to do whatever it takes to secure successful outcomes for the children we love and care for.

All Reach schools hold the highest academic expectations while maintaining a loving, family-focused culture.

All Reach schools aim to know *every* pupil as an individual; harnessing the power of family relationships and all-through knowledge to ensure that we can tailor our curriculum, support and resources to meet each child's needs and desires.

In the following pack, we hope to do the following:

- Share some background information about the evolution and direction of Reach Schools;
- Provide a description of the **Exam Invigilator** role and an indication of the types of skills and attributes we're looking for; and,
- Provide information about **how to apply** for the role, if interested.

If you have any questions at all, please don't hesitate to contact our COO, Hannah Pope on [hannah.pope@reachacademy.org.uk](mailto:hannah.pope@reachacademy.org.uk).

Best wishes,

Rebecca

# About us

Reach Schools



**Reach  
Schools**

## Reach Schools

**Reach Schools** is the (new) name of our [multi-academy trust](#). It belongs to a wider ecosystem of organisations based in Feltham that works to incubate ideas and improve outcomes for our community in Feltham—and beyond.

**Reach Schools** works in partnership with the **Reach Foundation** to *deepen* our impact in Feltham and to *expand* the impact of our pioneering work nationally.

The following pages provide a quick overview of our schools and some related activities.

*Further information about Reach Schools' evolution can be [found here](#).*



Reach Academy  
**Feltham**

est. 2012

Our first all-through school.

We've created a community of pupils, parents and teachers united by the highest expectations of what every young person can achieve *and* the commitment to do whatever it takes to help them get there.

 **Feltham  
College**

est. 2022

Our pioneering sixth-form college. Feltham College is the the first sixth-form college in the country to be founded by a partnership of education, business, and health service providers whose sole focus is broadening choices and opportunities for young people in Feltham.



Reach Academy  
**Hanworth Park**

est. 2024

Our new all-through school.

Opening in September 2024, Reach Academy Hanworth Park will serve 1,080 pupils in Feltham; located on a site adjacent to Reach Academy Feltham.

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**REACH  
TEACHER  
TRAINING**

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In addition to running our three schools in Feltham, Reach Schools provides

(in partnership with ) and

# About the role

Exams Invigilator, Reach Schools



# Role overview

**We are seeking energetic and enthusiastic individuals to join Reach Schools.**

Invigilators are the people in examination rooms responsible for conducting examinations in the presence of students. Invigilators have a key role in upholding the integrity of the external examination/assessment process.

The role will involve providing necessary support to exam candidate's needs, and remaining alert to possible instances of misconduct. The successful candidate will liaise with staff to resolve queries and help to create a calm environment during the course of exams, while following all school protocols in full accordance with guidance issued by the Joint Qualifications Council and examining bodies.

You may be asked to act as a reader or scribe for students and training will be provided for this as well as any other essential training.

The work is paid on an hourly basis and you will be required for a mix of sessions, mornings, afternoons and all day sessions.

**You will need to be available from 8.00 for morning sessions and from 12.45 for afternoon sessions. This job would, therefore, not be suitable for people who have other commitments at these times or are unavailable during May and June.**

# Role responsibilities

- Keep confidential exam question papers and materials secure before, during and after exams
- Ensure exam rooms are set up according to the requirements. Distribute the correct question papers and exam materials to candidates
- Supervise and observe candidates at all times and be vigilant throughout
- Deal with emergencies or irregularities effectively, recording/reporting any incidents, disruption or irregularities
- Complete attendance registers
- Deal with candidate questions according to the regulations
- Instruct candidates in finishing their examinations, collect examination scripts and materials. Dismiss candidates from the examination room
- Undertake training, update and review sessions as required
- Facilitate access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)

# Personal specification

**We are looking for someone who is:**

- reliable, flexible and readily available during the main examination periods
- has effective communication skills and good interpersonal skills
- has strong organisational skills with the ability to pay attention to detail
- works well as part of a team
- ability to exercise good judgement
- has basic IT skills (familiar with use of email, mobile phone messaging etc.)

# Role details

**Reports to:** Exams Officer

**Start date:** as and when required but will need to be available for the months of May and June

**Salary:** £13.15

**Contract term:** Casual

**Location:** Feltham

# About the process

How to apply

# How to apply

1. Please **read our [‘Safer recruitment’ statement](#)** on the following pages below.
2. [Follow this link](#) to **complete an online application form**.
  - The deadline for application is Monday 25th November 2024 at 5pm. We actively encourage early applications. Applications will be reviewed as and when they are received.
3. Suitable candidates will be contacted and invited to attend a **virtual/telephone screening**.
4. **In-person interviews** will be held during the weeks immediately following and preceding the application deadline detailed above.

If you would like to have an informal conversation to discuss the role, please contact [recruitment@reachacademy.org.uk](mailto:recruitment@reachacademy.org.uk).

# Safer recruitment

Reach Schools is committed to safeguarding and promoting the welfare of children and young people. In order to meet this responsibility all candidates will be subjected to a rigorous selection process to discourage and screen out unsuitable applicants. This process is outlined below. Please do not hesitate to contact the school if further detail is required.

## **Disclosure**

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

## **Interview**

Candidates will be subject to an in-depth, in-person interview and assessment, along with a telephone interview in some circumstances. At each stage of the process candidates will be asked to address any discrepancies, anomalies or gaps in their application form or arising from information gained at the previous stage of the recruitment process.



## **Reference checking**

References from the previous and current employers will be taken up for shortlisted candidates, before interview, and where necessary employers may be contacted to gather further information or address any discrepancies, anomalies or gaps in the reference provided.

## **Online searches**

Keeping Children Safe in Education (KCSIE) asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability.

## **Probation**

All new staff will be subject to a probation period (which may, in certain circumstances, be extended). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides Reach Schools with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.

## **Equal opportunities**

Reach Schools is dedicated to providing equal opportunities and will monitor the recruitment process rigorously to ensure fair access and opportunity for all.

Reach Schools is committed to ensuring our workforce is reflective of our diverse student population and is therefore committed to increasing representation of staff of Black, Asian and Minority Ethnic backgrounds across all roles and at all levels.

If you require assistance in reading this information or in completing the application form, please contact [recruitment@reachacademy.org.uk](mailto:recruitment@reachacademy.org.uk).