



The Rudheath
Senior Academy

Invigilator



About Rudheath Senior Academy

At Rudheath Senior Academy, we have a warm and welcoming community, at the centre of which are the values of Excellence and Kindness.

With the highest calibre of teaching and support staff, our culture and team ethos is very much set around high ambitions for children and a relentless passion to open their eyes to the wonderful world of possibilities.

It's not just our people who make Rudheath a special place to work, but our physical spaces are also world class. Over £10m has been invested to renovate facilities for both children and staff. This investment has produced facilities that are second-to-none and enabled specialist teaching across the curriculum.

We may be a smaller secondary school in size, but our heart extends beyond the gates of Middlewich Road and out to our local partners, charitable organisations, and feeder primary schools. As a result, it is our vision for Rudheath Senior Academy to be an oversubscribed school where all students, staff and parents are proud to belong to.

We make a promise that every pupil will leave here as a resilient, independent, and happy individual, and to make that happen we will be relentlessly ambitious about creating remarkable experiences and making memories that last a lifetime.





About the Role

Job: Invigilator

Accountable to: Exams and MIS Manager

Are you an individual who is ambitious, inspirational, creative, open-minded? Do you want to be part of our children's success during public examinations?

If so, Rudheath Senior Academy is the school for you!

We are looking for kind, hardworking and highly organised individuals to join the Rudheath family as invigilators during the public examination season. The role of invigilator is key to ensuring the examinations are conducted in accordance with JCQ, awarding body and Rudheath Senior Academy instructions to ensure all candidates have an equal opportunity to demonstrate their abilities.

This position requires good personal and communication skills, ensuring that all children are supported during their exams. Full training will be provided prior to the start of the exam season.

Apply

WORKING HOURS: Casual dependent on the exam timetable

SALARY: SCP1 of NJC Pay Scale - £10.50 per hour

SHORTLISTING AND INTERVIEWS: To be confirmed

CLOSING DATE: Friday 10th February 2023 at 9AM

**Completed application forms are to be sent
to Jack Jevons, Business Manager:**

jjevons@rudheathsenioracademy.org.uk

Responsibilities of the Exam Invigilator

“We are seeking highly efficient individuals to support the smooth running of our public examination season.”

- **Setting** out examination desks with question papers and related stationery.
- **Ensure** a calm environment to give the candidates the best possible exam experience.
- **Maintain** security and confidentiality at all times.
- **Supervising** the orderly entry and exit of candidates to the examination room.

Reporting any absentees to the Lead Invigilator/Exams Manager.

- **Invigilation** of candidates during the examination.
- **Ensure** all candidates are seated according to the seating plan provided.
- **Supervision** of candidates during rest breaks or due to examination clashes.
- **To** read/scribe for identified students needing extra support during exams

- **Reporting** any irregularities or misbehaviour to the Lead Invigilator/Exams Manager.
- **Completing** the attendance register and checking all scripts have been collected.



Essential Skills

- Reliability, punctuality and a flexible approach to work.
- Ability to relate to candidates yet maintain an air of authority.
- Ability to be firm, fair and impartial at all times.
- Ability to work as part of a team and alone if necessary.
- Accuracy and attention to detail.
- Ability to keep calm under pressure and when faced with unforeseen circumstances.
- Common sense and initiative.
- Ability to communicate with candidates and members of school staff clearly and accurately.
- Ability to work to strict instructions.

North West Academies Trust is committed to the safeguarding of children and young people. An enhanced disclosure from the DBS is required.