

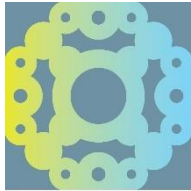
Wren  
Enfield

# Examination Invigilator

## Wren Academy Enfield



Do justice, love kindness, walk humbly with your God: Micah 6v8



**Wren  
Enfield**

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Wren Academy Enfield

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Executive Principal: Gavin Smith  
Vice Principal: Ertunc Hussein

February 2024

Dear Colleague

### **Wren Academy Enfield – Exam Invigilator**

Thank you for your interest in this post. Wren Academy Enfield opened in September 2020 with a first cohort of Year 7 students and has then grown each year with the addition of a new year group. Our oldest students are now in Year 10, and we are planning for the start of GCSEs followed by the creation of an academic Sixth Form offering the full range of A Levels. We are therefore looking for Exam Invigilators who will join the team.

The information given in the documentation here and on our website should give you a clear understanding of the Academy. However, if you wish to find out more, please contact Penny Culmer on 020 3150 4604.

If you decide to apply, please follow this guidance carefully. Please complete a personal statement of not more than two sides of A4 using 12 point Arial font. Applications will be considered as they are received. You may send your statement by e-mail to [recruitment@wrenacademiestrust.org](mailto:recruitment@wrenacademiestrust.org). Applications will be considered as they are received

Finally, thank you for taking on the demanding and time consuming task of preparing your personal statement for this role. I look forward to receiving your statement and taking the next steps in the appointment process.

Yours sincerely

**Ertunc Hussein**  
Principal

The Wren Academes Trust is committed to the highest standards of safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts which will be subject to enhanced checks.

The Trust embraces diversity and promotes equality of opportunity. We wish to further develop a diverse community and encourage applications from all sections of society.



**Wren  
Enfield**

## **Examination Invigilator**

**Hourly rate £11.77**

**Start date: March/May/June/December**

The Examination Invigilator role is very important as students take GCSEs and A Levels which will determine their future. The school requires high quality individuals who will join our exceptional invigilators in contributing to the smooth running of external and internal examinations.

Located in the London Borough of Enfield, Wren Academy is sponsored by the Church of England and Berkhamsted School. The Academy has developed a strong reputation for outstanding teaching and learning. The engaging curriculum and modern buildings have contributed to the Academy's notable success.

Wren Academy is a small Multi-Academy Trust (MAT).

We wish to appoint people who have:

- An ability to communicate well with young people and stay calm in all situations
- Meticulous attention to detail
- Outstanding organisational skills
- The highest standards of punctuality and reliability
- A willingness to engage with in-house training
- Availability to work on various days during December, March, May and June

Please note that do not accept CVs.

### **Applications will be considered as they are received**

The Wren Academies Trust is committed to the highest standards of safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts which will be subject to enhanced checks.

The Trust embraces diversity and promotes equality of opportunity. We wish to further develop a diverse community and encourage applications from all sections of society.

# **WREN ACADEMIES TRUST**

## **Wren Academy Enfield**

### **Job Description – Examination Invigilator**

#### **Job Purpose**

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.

#### **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 Senior 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. Read any erratum notices.
8. To supervise the candidates 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. Ensuring that the students have written on the candidate number, name and paper ref. The scripts are in attendance register 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.

**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.

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.

**February 2024**

# **WREN ACADEMIES TRUST**

## **Wren Academy Enfield**

### **Person Specification - Examinations Invigilator**

#### **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. Have the ability to demonstrate accuracy and a high attention to detail.
5. Have the ability to communicate with candidates and members of staff clearly and accurately.
6. Have the ability to work as part of a team or alone as necessary.
7. Have the ability to demonstrate effective oral and written communication skills.
8. Have the ability to act on own initiative, dealing with any unexpected problems that arise.

#### **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. Have the ability to demonstrate a flexible approach to work.
4. Have the ability to offer reliability and punctuality.
5. Have the ability to keep calm under pressure or during unexpected circumstances.
6. Have the ability to demonstrate common sense and initiative.
7. Have the ability to be firm but fair at all times.
8. Possess excellent written and verbal communication skills.
9. Willingness to participate in in-house training for the role.
10. Can maintain confidentiality on all Academy matters.
11. Previous experience of invigilating examinations in a school environment would be an advantage.

## **Selection Process Details**

### **Application deadline**

Completed application forms 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. Should you decide to apply, please follow this guidance carefully. Please complete a personal statement of not more than two sides of A4 using 12 point Arial font. Applications will be considered as they are received. You may send your personal statement by email to [recruitment@wrenacademiustrust.org](mailto:recruitment@wrenacademiustrust.org).

CVs will not be accepted.

### **Selection process**

The selection process will involve a 30 minute interview. Further details will be provided to the candidates shortlisted for an interview.

### **References**

Candidates are advised that references will be taken up immediately after shortlisting. Candidates are asked to ensure that their 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.

### **Safeguarding children**

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.

### **February 2024**