



**Edmonton County School**

*Educating our Community for Success*

**Lead Exam Invigilator**

**Relief Contract**

**Required: As soon as possible**

**Bury Campus**  
Little Bury Street,  
Edmonton,  
London, N9 9JZ

**Cambridge Campus**  
Great Cambridge Road,  
Enfield EN1 1HQ

Tel: 020 8360 3158 Email: [ECSRecruitment@edact.org.uk](mailto:ECSRecruitment@edact.org.uk)

Headteacher: Paul Miller

# About EdAct



**EdAct**

[www.edact.org.uk](http://www.edact.org.uk)

Our Trust comprises Edmonton County Secondary School (Bury and Cambridge Campuses), Lea Valley Academy, Edmonton County Primary School, and from September 2022 both Salmon's Brook School (Special) and the EdAct Therapy Centre.

Our Academies provide an education for children aged 4-18 in North London. We have been educating young people in this part of London since 1919 and throughout that time our approach has been epitomised by high standards and academic excellence, a tradition that continues today.

Our values of aspiration and achievement, personal responsibility, self-discipline and mutual respect are evident in all our work and result in young people who develop and grow as independent, resourceful and resilient individuals.

The Trust has set out the following vision for its work:

**E**xcellence in all we do

**D**eveloping a shared understanding of teaching and learning by sharing strengths and best practice

**A**mbitious and Accountable to our community for the better use of public funds so more resources are available to address the challenges we face

**C**reative in our approach to achieving the best for the children

**T**rusted by the community to provide a high-quality education and a great place to work

As a Trust we are committed to providing the best for the children in our schools but also to offer excellent professional development to our wonderful team of staff. If you join us you will enjoy excellent conditions of service and teach children who are keen to learn and succeed. The success of our Trust means that you will have great career prospects either within the Trust or beyond.

We look forward to hearing from you

**Dr Susan Tranter**

**Chief Executive**

# About ECS



## Edmonton County School

[www.edact.org.uk](http://www.edact.org.uk)

[Edmonton County School - Ofsted reports](#)

Edmonton County School (ECS) is a mixed, community, comprehensive school with a long history of providing a high-quality education to the communities of Enfield and Edmonton for children aged 2 to 19. Although we are a large organisation, with over 1900 students and around 250 staff making up our school community, our dual-campus structure means that the young people in our care have the experience of being in a caring and supportive environment that much smaller schools can offer.

ECS has a hard-working and high-calibre staff working as teachers and members of the wider workforce. Our school motto 'Non Nobis Solum' (Not for Ourselves Alone) embodies our core aim which is 'Educating our Community for Success.' The governors, staff and myself share a passionate commitment to meeting the varied individual needs of all our students, in order to ensure they leave ECS with the best possible academic qualifications. We want them to enjoy every aspect of their learning, and we want them to develop as individuals so that they leave us as confident and socially-responsible young people, who are well-equipped to contribute to society and enjoy success in whichever field they choose for themselves.

We are proud of the academic progress that pupils make at ECS. At Key Stage 4 (GCSE), the progress of our students is consistently good, whilst post-16 the progress of our students studying A Levels puts the school in the top 10% of Sixth Forms nationally. Children in our Primary Phase achieve outcomes better than local and national averages. Whilst we continue to enjoy increasingly high standards of academic achievement, we are always ambitious to do even better, and we are continually looking for ways to raise the level of achievement of our students.

Research has shown that strong partnerships between parents and school staff have a positive impact on a child's progress and helps them to feel good about school and their education. I have been teaching in north London schools for over 30 years and have been a senior school leader for 20 years. I know that a successful school and happy children depend on all of us working together.

Working together also ensures that children are getting a consistent message about good behaviours. Our school is a calm, orderly place and we have high expectations regarding attendance, punctuality, attitudes towards learning, showing respect to members of the school community and the wearing of our uniform, both in school and in the local community.

I look forward to hearing from you.

**Paul Miller, Headteacher**

## Job Description: Lead Exam Invigilator



**Post Title:** Lead Exam Invigilator

**Grade:** Relief Contract  
£19.20 per hour

**Responsible to:** The Examinations Manager

**Purpose of the Job:** To lead a team of invigilators during busy exam periods. Responsible for maintaining the security of the examination question papers at all times and conducting examinations in accordance with examination board regulations.

### **Main Duties and Responsibilities:**

- To follow the directions of the Examinations Manager
- Collection and return of material from the exams staff at appointed time
- Preparation of examination room
- Informing students of examination regulations prior to start of exam
- Maintain accurate records
- Managing other less experienced invigilators in the exam room
- Dealing with behaviour issues in the exam room and reporting them to the Exams Manager
- Assisting in exam series preparation

### **Short Listing Criteria:**

Level 2 Maths & English

Experience of dealing with paperwork

Experience of dealing with internal & external customers

***Continued on next page***



This person specification describes the skills, abilities and experience that we think are needed to do the job successfully. You should think about these carefully when writing the supporting statement part of your application form. We use the person specification as a benchmark against which we assess all candidates.

We will shortlist only those applicants who demonstrate in their application that they meet the criteria set out in the person specification. You should therefore make sure that your supporting statement demonstrates, how your previous experience, skills, qualifications and abilities match all those on the person specification.

You may find it helpful to list each of the person specification criteria as a separate heading and explain how you meet that criterion. When outlining your skills and abilities, try to give examples of your successes and achievements. Simply saying 'I have an understanding of...' is not enough.

### **Essential**

- GSCE grade C or equivalent in Maths and English.
- Excellent punctuality, attendance and health record.
- Good interpersonal skills
- Good written and oral communication skills.
- Ability to prioritise own workload and work under pressure.
- A keen and flexible attitude to work.
- Good organisational skills, ability to work in an organised and efficient manner.
- Ability to work on own initiative or as part of a team.
- Available for at least 90% of all exam sessions, 7:30am – 4:30pm (approx 12 weeks over summer period May/June/July; 1 week in September; 2 weeks in November; 2 weeks in March)
- Ability to manage disruptive and difficult behaviour
- Experience in working with children would be an advantage

# How to apply

You can apply online by completing the application form:

[Careers](#) | [Edact Trust](#)

We look forward to hearing from you.



## **Bury Campus**

Little Bury Street, Edmonton, London, N9 9JZ

## **Cambridge Campus**

Great Cambridge Road, Enfield EN1 1HQ

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Headteacher: Mr Paul Miller