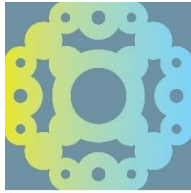


**Wren
Enfield**

Lead Examination Invigilator

Wren Academy Enfield





**Wren
Enfield**

Contents

- Principal's Letter
- Advertisement
- Job Description
- Person Specification
- Selection Process Detail





**Wren
Enfield**

Wren Academy Enfield

3 Chace Village Road
Enfield EN2 8GH

Telephone: 020 3150 4604

Email: enfield@wrenacademy.org

Web: wrenacademyenfield.org

Executive Principal: Gavin Smith

Principal: Ertunc Hussein

September 2024

Dear Colleague

Wren Academy Enfield – Lead 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 11, 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 a Lead Exam Invigilator 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. Your personal statement of not more than two sides of A4 using 12 point font must be sent to recruitment@wrenacademiestrust.org. Please note, applications will be considered as they are received.

Finally, thank you for taking on the demanding and time consuming task of preparing your application for this role. I look forward to receiving your application 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**

Lead Examination Invigilator

Hourly rate £16.00

Start date: December 2024

A great opportunity to work as a Lead Examination Invigilator in an outstanding secondary school with excellent results.

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 a colleague to this post who has:

- 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 we 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 – Lead Examinations 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 take a lead role in overseeing the smooth running of exams.
2. To lead and oversee the other Exam Invigilators
3. To assist with the preparation of the examination rooms and ensure that the awarding body requirements are strictly adhered to.
4. To manage candidates entry into the exam room in an appropriate manner.
5. To ensure candidates are fully aware of exam conditions before the exam starts.
6. To check that all access arrangements are in place.
7. To open and distribute examination papers and authorised materials in accordance with the exam board regulations
8. To read out erratum notices where applicable
9. To notify students of the start and finish times of the exam
10. To 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, dealing with students not on the register and guiding the students to their seats.
11. To ensure late candidates are briefed and seated with the minimum of fuss and the start and finish times are recorded.
12. To supervise candidates in a quiet and unobtrusive manner ensuring that regulations announced at the beginning of each examination are adhered to.
13. To respond to candidate queries in accordance with exam regulations.
14. To deal with candidates who may need to leave the exam room.
15. To ensure that exam conditions are maintained until candidates are dismissed and have left the venue.

16. 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.
17. To supervise clash candidates between exams
18. To collect and collate scripts in attendance register order at the end of the examination ensuring that the students have written their candidate number and name on the front page
19. 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.
20. To oversee with the Examination Officer, the packaging of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues as appropriate.
21. To oversee with the Examination Officer, the delivery of scripts to the reception area for collection by Parcel force
22. To maintain confidentiality of information acquired in the course of undertaking duties for the Academy.
23. Any other duties deemed appropriate to the role.

September 2024

WREN ACADEMIES TRUST

Wren Academy Enfield

Person Specification – Lead 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

Applications will be considered as they are received.

Completing your application

Candidates are asked to read the details in this pack carefully, especially the Job Description and Person Specification. It is advisable to ensure your personal statement fulfils all the criteria set out in the Person Specification and that you present evidence of this.

Your completed personal statement should be emailed to recruitment@wrenacademiustrust.org.

CVs will not be accepted.

Visits

Visits to the academy are welcome. Appointments can be arranged by emailing recruitment@wrenacademiustrust.org.

Selection process

The selection process will consist of a panel interview and task.

Further details will be provided to the candidates shortlisted for interview.

References

Candidates are advised that references will be taken up immediately after shortlisting. Please ensure that your 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.

The selection process will also include rigorous processes to assess each applicant's commitment to and understanding of safeguarding within a secondary school context.

September 2024