



**APPLICATION INFORMATION**  
**Exam Invigilator**  
**Seasonal/Casual**  
**Small Groups**

Salary Range: £11.54 - £11.99 per hour

Hours as required

Closing date – Noon 30<sup>th</sup> November 2023

The Axis Academy  
Lodgefields Drive, Crewe CW2 8TU  
01270 304074

# WHY THE AXIS ACADEMY IS A GREAT PLACE TO WORK

Thank you for your interest in our Exam Invigilator role.

At The Axis Academy we are looking to recruit reliable and enthusiastic Exam Invigilators to work within a highly inclusive and collaborative team to assist with the running of all internal and public exams for Year 11. The role is crucial to providing our students with stability and consistency throughout their exams and supporting them to access the exams process in as stress-free a way as possible. We will provide all necessary training to support you.

The Axis Academy is a specialist school that strives to change the lives of children with Social, Emotional and Mental Health needs (SEMH) through all that we do. We pride ourselves on being a versatile, empathetic, and intuitive team which develops bespoke, personalised programmes of study to meet the needs of all of our students to provide them with the opportunity to maximise their potential, whatever that potential may be.

If you feel that The Axis Academy may be the right place for you, I hope you will consider applying for the post. I will be more than happy to have an informal conversation with you. If you have any further questions please do not hesitate to get in touch.

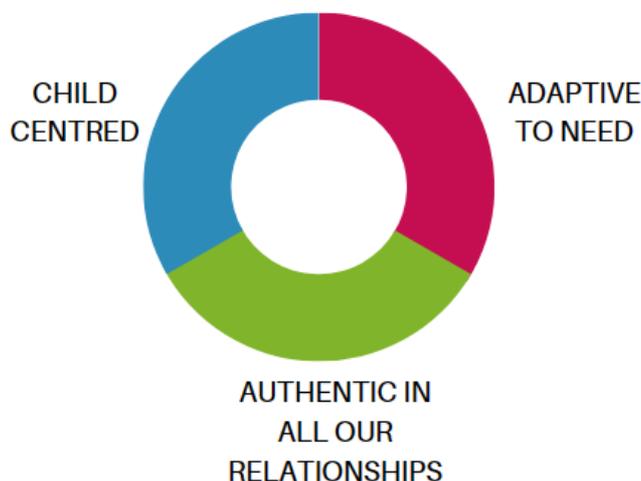
Please note, this is a casual opportunity and not a permanent contract with us.

I look forward to hearing from you.

**Claire Gill, Deputy Headteacher**

## OUR CORE VALUES

To be successful, you need to demonstrate our core values. We are:



# HOW TO APPLY

We are proud of our school. We encourage all applicants to view our website, contact us informally or visit us. To arrange this please contact: [l.lee@theaxisacademy.org](mailto:l.lee@theaxisacademy.org)

Please complete the Youth Engagement Schools Trust application form (available on the School and Trust websites)

You are also asked to complete a letter of application that addresses the items listed on the attached Person Specification & Assessment Criteria. Please keep this letter brief and to the point (maximum 2 pages).

**CVs cannot be accepted, so please do not send in, or refer to one.**

Please return your application for and letter to: [l.lee@theaxisacademy.org](mailto:l.lee@theaxisacademy.org)

The deadline for applications is:

Timeline for Assessment and Selection Process	
Closing date for applications	Noon 30 <sup>th</sup> November 2023
Contact for any questions	<a href="mailto:l.lee@theaxisacademy.org">l.lee@theaxisacademy.org</a>
Interviews	To be agreed



# JOB DESCRIPTION

## Key Tasks

- To supervise a small number of pupils in the examination room, minimize disruptions and distractions and maintain examination conditions throughout.
- To assist pupils, as appropriate, with additional supplies of paper and stationery.
- To monitor the effective timing of the examination to required standards
- To collect, check in and maintain integrity of examination papers at the end of the examination.
- Be aware of, follow and enforce exam procedures and regulations; including announcements/communication to candidates
- Be aware of any needs that candidates may have during an examination
- Be aware of the academy emergency policy in relation to examinations
- Respond to candidates' queries or obtain additional support where required
- Be aware of and comply with policies and procedures relating to child protection, health, safety, security, confidentiality and data protection, reporting all concerns to an appropriate person
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

## 8. EXAM INVIGILATOR (The Axis Academy)

Accountable to: Exam Officer

PERSON SPECIFICATION			
Criteria	Essential	Desirable	Evidence
Qualifications/ Education	<ul style="list-style-type: none"> <li>Literate and numerate – GCSEs or equivalent</li> <li>Basic skills/induction</li> <li>Willingness to participate in training offered</li> </ul>		Application/ Interview
Experience and knowledge	<ul style="list-style-type: none"> <li>Basic clerical/administrative experience</li> <li>Ability to relate well to children and adults</li> <li>Good communication skills</li> <li>Ability to work under pressure and to tight deadlines</li> <li>An understanding of the examination process</li> <li>Ability to work effectively as part of a team</li> <li>Ability to follow instructions</li> <li>Ability to maintain confidentiality</li> <li>Good organising, planning and prioritising skills</li> <li>Methodical with a good attention to detail</li> <li>Listening skills</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience as an invigilator</li> <li>Previous experience in schools</li> </ul>	Application/ Interview
Personal Qualities	<ul style="list-style-type: none"> <li>Friendly and professional manner</li> <li>Flexible</li> <li>Reliable and punctual</li> <li>Calm, diplomatic and able to maintain an air of authority</li> <li>Common sense and fast thinking</li> <li>A commitment to working as part of the whole academy team and supporting the vision and aims of the Axis Academy</li> </ul>		Application/ Interview
Other Requirements	<ul style="list-style-type: none"> <li>Positive recommendation from present employer</li> <li>Satisfactory ID and DBS (criminal record) check</li> </ul>		Letter/Reference

***The Youth Engagement Schools Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Child safety recruitment procedures operate and appointment is subject to satisfactory references, enhanced DBS, qualifications check and all other relevant employment checks.***

# THE YES TRUST



The Youth Engagement Schools (YES) Trust is a multi-academy trust based broadly in the North West. Together, we have developed a growing family of schools which makes a difference for children and young people. As we continue to set and raise the bar in all the work we undertake, we are keen to maintain our national recognition as one of the highest achieving alternative and SEN multi-academy trusts in the country.

We unashamedly use words like “kindness” and “compassion” in our values. Our ability to make that difference rests on our vision and our core values which include an absolute belief in the importance of collaboration and mutual support, and on our recognition of the trust as a family of schools in which colleagues are equally valued. We want to continue this further, and to become the employer of choice for teaching and support staff across the region.

With my very best wishes,

Mr. Nic Brindle  
Chief Executive



## **Mission statement: Transforming lives**

We are:

- Child centered
- Adaptive and sensitive to need
- Authentic in our relationships

We strive for:

- Solution-focused mindsets
- A climate of reflection and feedback
- Intrinsic motivation \*
- Continual improvement
- A culture of collaboration

Our minimum expectations of our staff are:

- Belief in our core values
- Professional conduct at all times
- Appropriate communication
- Ability to follow direction
- Kindness and compassion
- Flexibility and adaptability

# The Youth Engagement Schools Trust (YES TRUST) Safer Recruitment Policy Statement

The safe recruitment of staff in the YES Trust is the first step in the effective safeguarding and promotion of welfare for our children. The YES Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, and other workers in the YES Trust to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

The YES Trust recognises the value of, and seeks to achieve a diverse workforce which includes people from diverse backgrounds, with different skills and abilities. The YES Trust is committed to ensuring that the recruitment and selection of all who work within The YES Trust is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. Selection will be on the basis of merit and ability, assessed against the qualifications, skills and competencies required to do the job. The YES Trust will uphold its obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion, or creed.

The YES Trust will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work

NB It is illegal for anyone who is barred from working with children to apply for, or work in our YES Trust in any voluntary or paid capacity.

\*In exceptional circumstances, where you have good reason not to want your referees to be contacted prior to interview, you should set out your reasons with your application form. The YES Trust will liaise with you and where they agree to defer in such cases, referees will be contacted immediately after interview and before an offer of employment is made.

The YES Trust maintains a single central record of recruitment and vetting checks, in line with the statutory requirements.

The YES Trust requires all staff and volunteers who are convicted or cautioned for any offence during their employment to notify the school, in writing of the offence and penalty.

All posts within the YES Trust are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and have an Enhanced Disclosure & Barring Service Certificate.

The YES Trust is committed to ensuring that people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not

with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the intended role.

The YES Trust will ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. The YES Trust will monitor the compliance with these measures and require evidence that relevant checks have been undertaken for all workers deployed to The YES Trust.

The following pre-employment checks will be required:

- receipt of at least two satisfactory references as well as verification of the candidate's identity and a satisfactory Enhanced DBS check
- verification of the candidate's medical fitness
- verification of qualifications
- verification of professional status where required e.g. QTS status (unless properly exempt)
- the production of evidence of the right to work in the UK
- for teaching posts, verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)

necessarily be a bar to obtaining a position. This will depend on the background, nature, and circumstances of the offence(s). The YES Trust's Recruitment (pre-employment checks) Procedure outlines the considerations that will be taken into account when determining the relevance of a criminal record to the post.

The DBS has published a Code of Practice and accompanying explanatory guide. The YES Trust is committed to ensuring that it meets the requirements of the DBS in relation to the processing, handling, and security of Disclosure information.

A copy of the YES Trust's draft Safer Recruitment Policy & Procedures is available on request.