



The Rudheath
Senior Academy



Job Application Pack



Exam Invigilators



Headteacher's Welcome

Thank you for your interest in this position of Exam Invigilator at Rudheath Senior Academy. I am delighted to welcome you to our school, where you will be sure of 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.

Exam invigilators are crucial to the success of Rudheath and they offer invaluable support to our Year 11 pupils to ensure their public and pre-public examinations run as smooth as possible.

As a small secondary school 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 unapologetically ambitious about creating remarkable experiences and making memories that last a lifetime.

If you feel you can contribute to our school, I look forward to receiving your application soon.



James Kerfoot, Headteacher



About the Role

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?

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.





Role Specific Information

Contract:	Temporary / Casual
Hours per Week:	Casual hours as required
Weeks per Year:	During the exam season(s)
Salary:	National Joint Council Pay Scales SCP2 - £11.59 per hour
Closing Date:	8 th December 2023
Start Date:	Spring 2024

How to Apply

Should you wish to apply for the post, please complete our online application form which is accessed via the vacancies page of the school website (www.rudheathsenioracademy.org.uk), and send this to recruitment@rudheathsenioracademy.org.uk.

Job Description

Job title: Exam Invigilator

Reporting to: Exams and MIS Manager

- 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.

“This school is a friendly and welcoming community. Staff know the pupils well and ensure that they are well cared for.”

- Ofsted, 2023

- 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.





Person Specification

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

Education and Qualifications	Essential/Desirable
<ul style="list-style-type: none"> Minimum of GCSE (or equivalent) English and Maths at grade A – C (9-4). 	Desirable
Experience	Essential/Desirable
<ul style="list-style-type: none"> Experience working as an exam invigilator within a school environment. 	Desirable
Skills, Ability, Knowledge	Essential/Desirable
<ul style="list-style-type: none"> An understanding of and commitment to safeguarding and promoting the welfare of children and young people. Ability to co-operate and collaborate with school staff. Well organised, calm, and very positive, confident and assuring. Effective communication skills with young people and adults. Ability to follow written procedures to carry out tasks. Meticulous attention to detail. 	Essential Essential Essential Essential Essential Essential
Personal Qualities	Essential/Desirable
<ul style="list-style-type: none"> High levels of resilience, integrity, honesty, and credibility. High level of confidentiality. Flexible approach to work. 	Essential Essential Essential



Recruitment Information

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Safeguarding commitment

North West Academies Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants.

School queries and visits

Prospective candidates are welcome to discuss any questions that you may have prior to submitting your application; please book a school visit with James Kerfoot, Headteacher, by using the following link- <https://calendly.com/jkerfoottrsa>.

Supporting statement

You will be directed to complete a supporting statement within the electronic application form. We have provided the following questions to help form your statement. Please refer to the job description and person specification when responding to the questions. **We do not accept CVs.**

1. How have your experiences to date prepared you for this post?
2. How are you uniquely qualified for this role?
3. How have you enhanced the wider life of your current/previous school/s?
4. How will you ensure excellent academic progress and outcomes for students of all abilities?

Shortlisting

Due to the number of applications received we are unable to provide feedback to candidates who are not invited for an interview. The school reserves the right to commence the interview process at any time prior to the closing date so early application is recommended.



Why North West Academies Trust?

NWAT believes that an aspirational and inspirational education is the right of every child. Our success is driven by a commitment to relentlessly work to improve standards and outcomes for our students.

As specialists in providing high-quality education, we are passionate about supporting schools within their communities and helping to ensure outstanding learning opportunities for every child.

As part of NWAT we believe that the best possible education can only be provided if children are happy, well-fed and well-cared for. We understand that children learn best through experiences and that skills should be learned through fun, excitement and challenges. Residentials, swimming, inter-school sports and special days out take pride of place on all of the Trust school calendars.

For our staff at Rudheath Senior Academy, we offer:

- Flexible working arrangements.
- Enrolment to the Medicash Proactive Health Plan to help with costs of everyday healthcare.
- Access to 24/7 Employee Assistance Programme.
- Accredited counsellor to offer wellbeing support for all staff.
- Positive recognition culture, seasonal staff events and weekly wellbeing breakfasts.
- Free meals for staff who take part in the Rudheath family dining initiative.
- Bespoke professional development opportunities.
- Open door policy for communication across the school and Trust.
- Opportunity to contribute to the growth and development of NWAT.

*“Opening Children’s Eyes to the
Wonderful World of Possibility”*