

Experienced Exam Invigilator  
King Edward VI College  
Candidate Pack



# The Role

## Experienced Exam Invigilator

### The opportunity

We are looking for an experienced and reliable individual to join our dedicated team as an Exam Invigilator. This role offers an important opportunity to ensure the smooth and secure running of examinations, helping to maintain a fair and controlled environment for all candidates. As part of our expanding panel of invigilators, you will play a key role in upholding the integrity of the examination process, ensuring that all regulations are followed, and contributing to the overall success of our students' academic achievements. We foster a supportive, collaborative environment at our college, and are seeking candidates who are committed to ensuring the highest standards of examination conduct and integrity.

### The College

King Edward VI College (KE6) is an exciting high performing Sixth Form College being the founding member of Better Futures Multi-Academy Trust Limited, which includes Bilborough Sixth Form College, Gateway Sixth Form College and sponsored by Coventry University [BFMAT - Better Futures Multi-Academy Trust](#).

This is an exciting time to join us as we develop partnership links across the education sector.

The college has approximately 1500 students and over 150 staff and is growing.

# Experienced Exam Invigilator Job Description

## Accountability: Examinations Officer

The following job description outlines the key responsibilities and expectations for the role of Exams Invigilator. These duties are subject to periodic review to ensure alignment with evolving circumstances and educational goals.

### Duties and responsibilities include:

- Whilst examinations are in progress, ensuring that no candidate is involved in any activity which may either give them an unfair advantage or distract other candidates.
- Helping to set out stationery etc. for candidates before the examination starts and keeping candidates supplied with the requisite materials during the exam. Notifying Examinations Officer of any absentees/non arrivals.
- Ensuring that exams finish at the allotted times, and that all completed scripts and unused stationery items are collected and placed in a secure place as directed by the Exams Officer.

## SALARY AND CONDITIONS OF SERVICE

The work is, by its nature, sporadic. Exams take place during November, January and the summer weeks of the academic year and employment as an invigilator would be restricted to certain days within those times.

The following details will apply for 2024-2025

The main examination periods are:

November (5 days)

December (1 week computer exams)

Start of January (2 weeks)

March odd couple of days

**Main Summer Exams 2025 - end of April – July 2025**

Typical sessions may be either

(a) a morning                      8.30am until 12.00pm (3½ hours)

(b) an afternoon                  1.00pm until 4.30pm (3½ hours)

Please note the above hours are maximum hours as most exams are 1hr 30mins/2 hrs and there are a few that can last longer ie up to 3hrs, so hours will be based upon the exams available on the dates you advise you are available for.

Current rate of pay is £11.57 per hour, or £11.79 for scribing. (£12.81 or £13.05 per hour inclusive of holiday pay equivalent to 5.6 weeks per year).

Payment will be direct to your bank through the BACS system. Payment is made monthly on the last working day of each month. You will be required to complete and sign a timesheet.

## Generic duties for all College Staff:

- To support the College's mission, values and strategic objectives
- To support the College's policies on diversity and inclusion
- To ensure awareness and compliance with the College's Health & Safety Policies and practices
- As a member of staff working in a College setting, to have a duty to help keep young people safe and protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and wellbeing of students.
- To embrace the College's commitment to people development by taking part in continuing professional development activities.

This job description is not necessarily a comprehensive definition of the post. The post holder may be required to undertake any other duties, as directed by the Principal or which may reasonably be regarded as within the nature of the post, after consultation with the post holder.

## PERSON SPECIFICATION

### Essential

- › Good standard of education
- › Good organisational skills
- › Ability to take responsibility
- › Mature person with some work experience
- › Reliable
- › An empathy with students and an understanding of the pressures of examinations

### Desirable

- › Experience of an educational / examination environment
- › A knowledge of further education and associated examination arrangements

# Experienced Exams Invigilator Attributes, Values & Behaviours

## Attributes, Values & Behaviours

As a values driven organisation, the person specification reflects the importance we place on these. Outlined below is our leadership framework based on our values and our Principal will need to demonstrate these as well as the ability to develop these in others;

### Ambitious

- Setting a clear & compelling vision, always looking to inspire people to do things they never thought they could.
- Avoiding over complication & change for changes sake - seeking clarity of purpose & simplicity in all we do.
- Being obsessive about improving the experience we offer students & staff, acting as a role model for the standards of behaviour we should all expect of each other.
- Focusing on collective improvement through the development of highly performing teams & shared accountability rather than individual glory/blame
- Demonstrating an unquenchable appetite for learning & exploring new ways of approaching our challenges, focusing on developing this with all our staff & students.
- Being able to combine dreams & big ideas with details, act as doers, not just thinkers.

### Involved

- Ensuring high levels of visibility & engagement of our leaders around our colleges & within our local communities.
- Actively seeking & developing partnerships to ensure we are connected to & having a significant positive impact on our local communities & on each other.
- Supporting staff to break down barriers to partnership working, within colleges, across the Trust & will external partners.
- Acting as champions of inclusivity & diversity & challenging any behaviours, structures or processes that are not fully inclusive for the communities we serve.
- Remembering to tell people when things are going well & actively celebrating the achievements of our students & staff at every opportunity.
- Encourage innovations & ideas for improvement from others, focussing on the potential benefits & being risk aware rather than risk averse.

### Supportive

- Acting as a role model for our staff in terms of staff wellbeing & work-life balance, setting expectations & challenging staff when they fall short of these expectations.
- Demonstrating empathy & emotional intelligence particularly in difficult moments, while helping staff & students frame possible solutions to their challenges. Not being afraid to get our 'hands dirty' with staff to help solve a problem.
- Focussing on empowering all our people, ensuring they gain the skills & experience needed to thrive at work, through training, coaching, mentoring & wider development opportunities.
- Knowing the difference between being empowering & being enabling when supporting/developing our people & being skilled at having 'crucial conversations' when needed.
- Always believing in & promoting the ability of our staff & students to further develop their skills & abilities.
- Not being afraid to take risks & encouraging this in others, ensuring we maximise learning from our mistakes & failures.

## Genuine

- Keeping the promises, we make & sticking to our commitments, particularly in difficult times. Not being afraid to take risks & encouraging this in others, ensuring we maximise learning from our mistakes & failures.
- Seeking honest & regular consultation with & feedback & from students & staff, responding meaningfully & constructively, without 'spin' or rancour.
- Giving regular, honest & constructive feedback to our staff, collectively & individually to help them further develop & thrive at work.
- Having the conviction & tenacity to disagree when needed, but once a decision is made committing wholly to it, even when uncomfortable, unpopular, or exhausting.
- Promoting an openness of discourse. Acknowledge we will not always be right & welcome constructive challenge of our thinking.
- Challenging cynicism, pessimism, or political expediency in ourselves & others, working to demonstrate how we can help bring about positive outcomes in line with our values.

# Completing your application

## Data Protection Act 2018 GDPR statement

Any personal data collected from applicants during the recruitment process will only be used for the purpose of recruitment within the college and will not be disclosed to any external sources without your express written consent. Records of the successful candidate will be placed on their personal files. Records of unsuccessful candidates will be destroyed after six months.

### 1. Application is by means of:

- a completed Application Form
- a completed Equal Opportunities Form
- a completed Disclosure Form

When completing your application please comply with all **instructions** detailed on the application form. ***You are asked NOT to send a Curriculum Vitae (CV).***

The criteria in the enclosed person specification will be used to assist the short-listing process. The specification identifies the minimum skills, experience and qualifications needed by you to carry out the job effectively. When completing your application, you must ensure that you indicate how you meet these criteria.

### 2. Referees

Two references will be requested. We expect one referee to be the head of the organisation where you are currently employed (if applicable). We normally write for references before an interview. If there are any special circumstances, and you mark that you do not wish a referee to be contacted we will contact you directly. If you have any personal connection with any of your referees, you will be required to disclose it.

### 3. Health

If you are successful in your application, you will be required to complete a medical questionnaire. This will be submitted to the Occupational Health Service, and you may be asked to have a medical examination. If you think this may present a problem, please mention it in your application or at interview.

### 4. Certification

Any contract of employment issued will be on the basis that all information supplied by you on the form, on additional papers and at interview is correct, and that no material facts have been omitted. You will be required to provide proof of all the qualifications you declare on the application form.

### 5. Equal Opportunities

You are asked to return the equal opportunities questionnaire (which will not be available to the short listing or appointment panel).

### 6. DBS Disclosure

If you are successful in your application, you will also be required to complete a DBS application, at Enhanced level, which will enable a check to be made with the Criminal Records Bureau on any Criminal background.

If you require confirmation of the receipt of your application, please enclose a stamp-addressed envelope. We are sorry we are unable to respond personally to all applicants. If you have not heard from us within two weeks of the closing date, you should assume you have been unsuccessful in your application.

Further information about the College can be found via our website [www.ke6n.ac.uk](http://www.ke6n.ac.uk)

Applications should be addressed to:

Assistant Principal - Corporate Services  
King Edward VI College,  
King Edward Road  
Nuneaton  
CV11 4BE

Email: [personnel@ke6n.ac.uk](mailto:personnel@ke6n.ac.uk)

The College is committed to safeguarding and promoting the welfare of young people.  
The successful candidate will be required to undertake a criminal record check via the DBS.

The College promotes diversity and welcome applications  
from all sections of the community.

All candidates with a disability will be offered an interview should they  
meet the minimum requirements of the post.

The College is committed to the continuing professional development of all staff.

Thank you for your interest in King Edward VI College, Nuneaton.

Better Futures Multi-Academy Trust  
King Edward VI College, King Edward Road, Nuneaton - CV11 4BE  
Tel: 024 7632 8231  
Email: [personnel@ke6n.ac.uk](mailto:personnel@ke6n.ac.uk)  
Website: [www.ke6n.ac.uk](http://www.ke6n.ac.uk)