

# Exam Invigilator



Future  
Schools  
Trust

Future Schools Trust



## Build your Career, Shape your Future, Apply today

Welcome to Future Schools Trust.

Our Trust consists of two secondary schools, one primary school and one nursery at the heart of our local community in the Maidstone and Malling area of Kent. FST was legally established as a Multi Academy Trust (MAT) in 2007.



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*A great place to be*





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## Welcome from the Executive Headteacher

Samantha McMahon  
BA (Hons) | NPQH



Welcome to Future Schools Trust: **Relentless Ambition for Young People.**

We aim to achieve our vision by bringing together our family of schools to create a cohesive and aspirational community which enables every child and member of staff to exceed their expectations.

### Our values are:

- Integrity
- Respect
- Resilience
- Strong Work Ethic
- Collaboration
- Equality

The best interests of young people guide every ambition and decision we take. We are passionate in our belief that schools are stronger when they work together whilst being proud and protective of the unique identity of each of our schools in the Trust. Maintaining a strong moral purpose and supportive but challenging culture is central to everything we aim to achieve.

I hope this introductory letter provides a sense of our culture and ethos and our direction of travel. If you decide to apply, we appreciate how long it takes to apply for jobs, but please do not send a general application; we are looking for someone prepared to respond to us, respecting where we are at on our journey as a Trust. You can be sure that we will take time and care in reading your personal application.

Electronic application forms should be completed on the Every Portal which you can access at [www.cornwallisacademy.com/vacancies](http://www.cornwallisacademy.com/vacancies).

Best wishes

Samantha McMahon

<b>Post:</b>	Exam Invigilator
<b>Academy:</b>	Cornwallis and New Line Learning Academy's
<b>Department:</b>	Exams
<b>Responsible to:</b>	Exams Officer
<b>Compensation:</b>	National Minimum Wage

## Purpose

An exam invigilator provides invigilation for all external and internal examinations at the school. They are responsible for distributing the exam material to the candidates, supervising the exam for the duration of the scheduled time and returning all exam materials to the exams officer at the end of the allocated time

## Duties and Responsibilities

- To have an understanding of, and commitment to, maintaining the appropriate standards of confidentiality/security of exam materials.
- To adhere to the school's policies and procedures.
- Ensuring the exam room is prepared.
- Maintaining the security of exam materials at all times.
- assisting candidates prior to the start of an exam by directing them to their seat, and advising them about possessions permitted in the exam room.
- To help distribute exam materials.
- To help ensure the candidates are informed on exam regulations prior to the exam commencing.
- Dealing with candidates who have arrived to take the exam but who are not on the register list (this must be reported to the Exams Officer immediately).
- To ensure all candidate are correctly identified.
- Ensuring that candidates have the correct papers.
- Ensuring that candidates who arrive late to an exam are dealt with quickly in accordance to the regulations.
- Distributing additional equipment as required.
- Dealing with candidate queries during exams.
- Supervising the exam according to the relevant time and meeting any additional conditions.
- Ensuring exam conditions are maintained whilst students are dismissed from their exam.
- To report/communicate any problems/incidents/emergencies to the Exams Officer.



- Ensuring scripts are collected, collated as per instructions, and delivered to the Exams Officer. Scripts must NEVER be left unattended.
- Any other duties as can be reasonably expected and as seen fit by the Exams Officer.

### **Person Specification**

- Effective Oral/written communication skills
- Numeracy skills
- Accuracy and attention to detail
- Flexible approach to work
- Ability to relate to academic staff and students
- Ability to work under pressure
- Desirable Criteria
- Experience of working or studying in higher education environment
- An understanding of exam processes

## **Application:**

We welcome applications from all qualified candidates, including neurodivergent individuals. If you are excited about this opportunity and believe you are a great fit for our team, please complete our School Application Form, we are unable to accept CVs. Electronic application forms should be completed on the Every Portal which you can access at [www.futureschoolstrust.com/vacancies](http://www.futureschoolstrust.com/vacancies).

If you would like to take a look around our fantastic facilities and meet the staff that you could be working alongside, please email [recruitment@futureschoolstrust.com](mailto:recruitment@futureschoolstrust.com) to arrange a visit.

## **Health & Safety:**

So far as is reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and students/pupils.

## **Safeguarding:**

Future Schools Trust is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Future Schools Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All successful candidates will have to meet the person specification and will be subject to an Enhanced DBS check.

Future Schools Trust is dedicated to attracting the right teachers and support staff who are committed to developing and nurturing our students and we must provide the rewards for that to happen.

Alongside providing a competitive pay and benefits package, we offer lifestyle discounts for retail purchases and tax-efficient schemes for childcare and cycle-to-work purchases.

## Pension Scheme:

From your start date you can join either the Teachers Pension Scheme or the Kent County Council Pension Scheme. Contributions are made based on your salary scale.

## Annual Leave:

For support staff annual leave starts at 25 days a year plus Bank Holidays and increases after 5 years' service.

## Cycle to work scheme:

We offer a cycle to work scheme, this tax beneficial scheme encourages employees to cycle to work or take advantage of the scheme to purchase a bicycle for leisure.

## Retail, Health & Social Offers through Kent Rewards:

With Kent Rewards you can also get great discounts on pretty much everything you can imagine! Whether it's a meal at a restaurant, a trip to the cinema, or even a visit to a theme park there are plenty of ways that you can save.

## Other offers:

- Benenden Private Healthcare Scheme – Optional to Join
- Specsavers Vouchers
- Full access to our Employee Assistance Programme, 24/7

[Click here to view all our employee benefits.](#)







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[WWW.FUTURESCHOOLSTRUST.COM](http://WWW.FUTURESCHOOLSTRUST.COM)



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**Cornwallis Academy**  
*Ambitions for All*



**New Line Learning Academy**  
*Believe and Achieve*



**Tiger**  
Primary School



**Tiger Cubs**  
Day Nursery

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