



The Collegiate Trust  
Exceptional Education for All

**EXAMS INVIGILATOR**

## Information for Applicants

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**Academy**                    **Riddlesdown Collegiate, Croydon**

**Required**                 **Examination Season**

**Salary**                    **£10.42 per hour**



## Welcome



Dear Applicant

Thank you for your interest in the post of *Exams Invigilator* at Riddlesdown Collegiate. I hope that this information pack will help you to learn more about our fantastic school and that you will be excited about the prospect of beginning or developing your career with us.

*Riddlesdown Collegiate* is an **outstanding** school (Ofsted, March 2023) with a clear vision to deliver successful outcomes and positive futures for all of our students. The report highlighted that: “*Leaders ensure that all pupils receive an exceptional education*”; “*The focus on academic rigour, creative and cultural learning enables pupils to excel*”; “*Behaviour in the school is exemplary*”; “*Pupils are kind and caring towards each other*”; “*Leaders are considerate of staff workload and take their wellbeing seriously*”; “*Staff feel valued and are highly motivated*” and that “*Leaders have developed an exceptional professional development programme*”.

Students are bright, well-motivated and a pleasure to work with, whilst our staff are talented, hard-working and ambitious for themselves and others. Our superb facilities enable us to provide the very best learning environment and learning experiences for our students and it is the combination of these factors that leads to the high academic standards and enviable reputation that *The Collegiate Trust* is known for. I am very proud of what we do and what we have achieved at the Collegiate and, as a *World Class School*, I hold the highest aspirations for what we will do and achieve in the future. You might like to watch our [Welcome](#), [College VI](#) and [Teaching at Our School](#) videos.

This post is within our *Invigilating team* and is intended to support the smooth operation of public and internal examinations at the Collegiate. As an Invigilator you will join a close team and experience is not required, as training will be provided, although applicants will be asked to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them. An ideal candidate will:

- be flexible
- have effective communication skills
- be confident and a reassuring presence to candidates in exam rooms

In applying to *Riddlesdown Collegiate*, you will need to understand our ethos and approach. Our VALUES underpin the way in which we work and describe our high expectations and our emphasis on positive relationships across the Collegiate. Our motto, “*Learners of today, Leaders of tomorrow*”, applies as much to staff as it does to students, and it gives an indication of the significance we place on nurturing talent and leadership. I shall make a presentation to shortlisted candidates at the start of the interview day to outline our requirements for all colleagues who work with us.

I would be delighted to receive an application form from you if, upon consideration, you feel that this role may be right for you. If you have any further questions about this post, please contact Laura Threader, Examinations Officer, at the Collegiate who will be pleased to speak with you.

Yours sincerely

Mrs K Turner  
Principal



## Key Information

We operate a “small schools” model – one school made up of a number of smaller learning communities, which we call Colleges, each with their own staff and facilities. Each College is led by its own Headteacher (who is an Assistant Principal) and has its own team of approximately 25 teachers and non-teachers, covering most curriculum areas. Students join one of the Colleges in Year 7 and remain there for five years before transferring to College VI, our specialist post-16 provision. In addition, the Creative and Performing Arts (CPA) College delivers specialist education to students across the Collegiate in Art, Drama, Design Technology, Media, Music and Physical Education whilst the MacKay College co-ordinates inclusion services to students with additional needs. Small teams, working with just 400 students each, allow us to provide even better pastoral care to all students, as well as engage with learners and their families in more effective partnerships. They also provide teaching across the curriculum and learning teams focusing on personalised approaches and best serving the needs of the individual students in their care.



## Information about *The Collegiate Trust*

Our Trust works in the Crawley and Croydon areas with a clear vision to deliver *exceptional education for all*. Such an education achieves excellent outcomes in pupil progress and attainment, a rich creative, cultural and physical learning experience, and great personal and social development for all pupils. We achieve this by working with and developing strong teams of staff in each school, under the direction of the Principal of the school and the *Local Governing Body* (LGB)

The Trust has grown out of *Riddlesdown Collegiate*, an **outstanding** (OFSTED, March 2023) secondary school in Croydon with almost 2000 students and over 200 staff. *Gossops Green*, in Crawley, was the next school – and the first primary – to join the Trust, followed by *Waterfield Primary* (also in Crawley) on 1<sup>st</sup> March 2018. A second secondary, *The Quest Academy* (in Croydon), joined on 1<sup>st</sup> June 2018 and two further primaries, *Courtwood Primary* and *Gilbert Scott Primary* (both in Croydon) joined on 1<sup>st</sup> September 2018. Most recently, *Kenley Primary* joined on 1<sup>st</sup> September 2021.

Each school within the Trust is supported centrally by a designated *Director of School Improvement* on teaching and learning issues, the *Chief Operating Officer, Chief Finance Officer & HR Manager* on business management and HR issues, and the *CEO* on wider leadership issues. This complements rather than replaces in-school functions and allows the Principal and LGB to operate with a high level of autonomy in delivering the highest standards in their school. The LGB works to a *Scheme of Delegation* approved by the Trust’s Board of Directors.

## Our Values

Our ethos is to be a community in which all members are valued and value each other. We are the leaders of the Riddlesdown community, responsible for our learning and the Collegiate. We work together to maximise our own achievement and those of others. In applying for a post at Riddlesdown Collegiate, applicants should consider how they would promote our values in their day-to-day work with students, colleagues and other stakeholders.

**V**alue each other

**A**im high

**L**ead by example

**U**se and develop our talents

**E**xcel in our efforts

**S**tick at it



## Our Students

The vast majority of our students join the Collegiate in Year 7 with above average attainment. Behaviour is outstanding and our students consistently demonstrate their desire to learn and to achieve. They enjoy coming to school (attendance is over 95%) and enjoy lessons where they can explore, investigate and feel challenged by their learning. They equally value the opportunities they have to learn outside of the classroom and we are proud of the extensive and varied extra-curricular programme that our students enjoy and benefit from. It is these additional, high quality learning experiences, together with a strong set of academic qualifications that we believe provides our students with the very best chances of success in their future lives.



# Job Description

**Post:** Exam Invigilator

**Salary:** £10.42 per hour, as required on an hourly basis

## **Purpose of the Post:**

1. To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Riddlesdown Collegiate instructions.
2. To play a key role in upholding the integrity of the examination process

**Reporting to:** Examinations Officer

## **Principal Accountabilities**

### **Before exams**

- To report to and be briefed by the exams officer prior to each exam session
- To keep exam papers and materials secure before, during and after exams
- To ensure exam rooms are set out according to the instructions
- To admit candidates into exam rooms
- To identify, seat, and instruct candidates in the conduct of their exams
- To distribute the correct exam papers and materials to candidates
- To deal with candidate queries

### **During exams**

- To supervise candidates at all times and be vigilant throughout exams
- To keep disruption in exam rooms to a minimum
- To deal with emergencies or irregularities effectively
- To record/report any disruption or irregularities
- To complete attendance registers
- To deal with candidate queries

### **After exams**

- To collect exam scripts
- To dismiss candidates from the exam room
- To check candidates' names on scripts match the details on the attendance register
- To securely return all exam scripts and exam materials to the exams officer

### **Other**

- To attend training, refresher or review sessions as required
- To undertake, where required and where able, other duties requested by the exams officer, for example
  - supervision of clash candidates between exam sessions
  - facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
  - exams-related administrative tasks

*The above is not an exhaustive list of responsibilities and duties and the post holder will be expected to carry out other duties as requested by Senior Leadership Team. All duties are subject to periodic review and job descriptions can change according to the needs of the Collegiate. In all cases, such changes will only be implemented after consultation with the Principal. All colleagues appointed at Riddlesdown Collegiate will be expected to demonstrate a wholehearted commitment to the development of support for the student and a willingness to assist in preparing for, and adapting to, the changing needs of the Collegiate.*

## Person Specification

| Examinations Invigilator |  |
|--------------------------|--|
|                          | <b>Qualifications</b>  |
| 1                        | Good basic education<br>Entitled to live and work in UK  |
|                          | <b>Experience</b>  |
| 2                        | Experience of Invigilating an advantage  |
|                          | <b>Skills and Attributes</b>   |
| 3                        | Ability to plan and organise, with a high attention to detail and accuracy<br>Commitment to maintaining high standards |
| 4                        | Excellent interpersonal and communication skills<br>Flexible and reliable Team Player                                  |
| 5                        | Work effectively and efficiently under pressure and have the ability to deal calmly with emergencies                   |
| 6                        | Understanding of safeguarding issues and promoting the welfare of students and young people                            |

***The Collegiate Trust* is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.**

**Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the *Disclosure and Barring Service*.**

**Appointment will be dependent upon further health, medical and attendance checks.**

## How To Find Us

### By Car

Please see the map.

M25 J6 or J7 are 10-15 minutes drive.

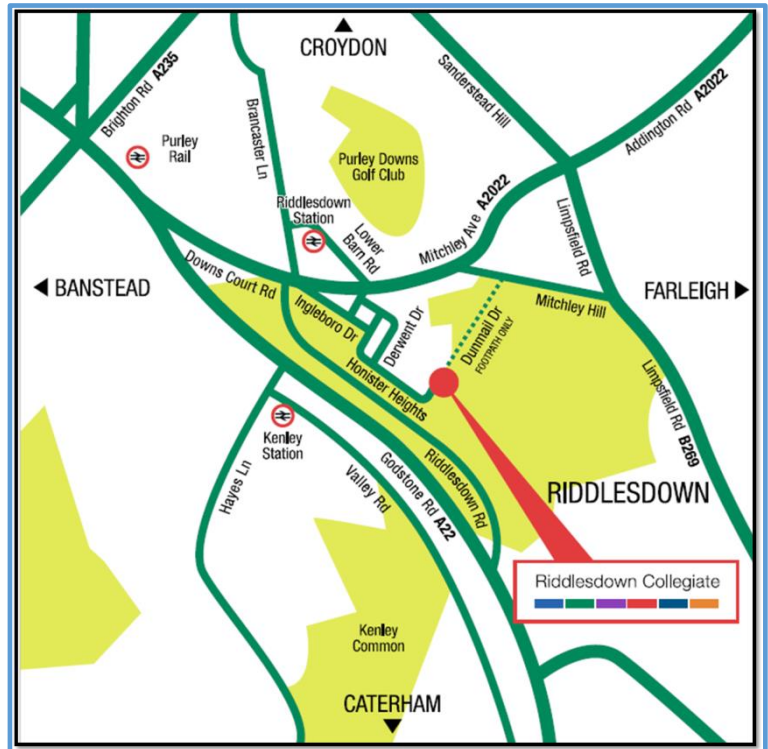
Parking is available on and off site.

### By Train

A direct train from Victoria to Riddlesdown station takes 24 minutes. Riddlesdown station is a short walk from the school. Kenley station is also a short walk from the school, over the common. Kenley has direct trains from Victoria and London Bridge. More frequent trains run from Purley Station, where a 412 bus can be taken to Lower Barn Road, leaving a 10 minute walk.

### By Bus

On routes 407, 412, 612.



## Riddlesdown Collegiate

Honister Heights, Purley, CR8 1EX

☎ 020 8668 5136

✉ [admin@riddlesdown.org](mailto:admin@riddlesdown.org)

🌐 [www.riddlesdown.org](http://www.riddlesdown.org)