



**Bolingbroke**  
Academy

## Exams Invigilators

**An exciting opportunity has arisen for dedicated Exams Invigilators to join our passionate and ever courageous community.**

We are a courageous, compassionate community - empowering excellence. We are a value lead organisation, being bold within every aspect of our lives at school.

We want all staff to thrive, modelling leadership and determination to the pupils and students within our rich and diverse academy, working together to fulfil our vision of creating a centre of excellence within our local community.

We empower our teams by valuing the individual and prioritising professional development. This is delivered through weekly CPD sessions, dedicated line management meetings and by encouraging staff to develop their own ideas and projects, within their departments and beyond.

Bolingbroke Academy is a uniquely exciting, fulfilling and innovative place to work, learn and grow. We are proud to be rated as 'Outstanding' in all five categories in the 2024 Ofsted inspection. Ofsted's recent parent survey also ranked us as the 'happiest secondary school' in Wandsworth.

### **The Role**

We are seeking responsible and exacting Exams Invigilators to join us on a casual contract. The ideal candidates will have excellent communication skills, an attention to detail, abide by necessary examination regulations and the ability to use their own initiative. Experience of working in a school environment and some knowledge of the 'Instructions for the Conduct of Examinations' produced annually by the JCQ (Joint Council for Qualifications) would be advantageous but not required.

**Reports to:** Data & Exams Manager

**Start date:** April/May 2026

**Working Hours:** No set contracted hours - Hours and days will vary according to the Academy's exam timetable and as required. Availability may be required between the hours of 8am and 5pm, Monday to Friday. Working days will vary between two to seven hours per day.

**Contract:** Casual worker contract

**Salary:** £14 per hour

**Closing Date:** Friday, 10<sup>th</sup> April 2026

### **Our ideal candidate will have:**

- Strong attention to detail.
- The ability to follow regulations and processes.
- The ability to act on their own initiative.
- The ability to be firm but fair.
- Commitment to Ark's ethos of high expectations and delivery
- The ability to work in a way that promotes the safety and wellbeing of students and pupils.

### **Qualification Criteria**

- Right to work in UK.
- A good standard of English and numeracy.

### **Experience**

- Experience of invigilating examinations desirable.
- Previous experience of working in a school environment would be beneficial.
- Some knowledge of the 'Instructions for the Conduct of Examinations' produced annually by the JCQ (Joint Council for Qualifications) would be beneficial.

### **Personal Characteristics**

- Reliable and punctual.
- Polite, friendly and flexible approach to work.
- Ability to keep calm and maintain an air of authority.
- Understanding of the importance of confidentiality and discretion.
- Genuine passion for educational opportunities, optimistic view of students and a belief in the potential of every pupil.
- A helpful and positive nature and a calm and caring disposition.

### **Availability Required (Preferred)**

May - June 2026 (**Summer Public Exam season, there is also the possibility of invigilating mock examinations after this date**)

### **Training**

Training in invigilation and examination regulations will be provided to successful candidates by the school prior to May 2026.