



# Ark Alexandra Academy

## Casual Exam Invigilator

|                         |  |
|-------------------------|--|
| <b>Reporting to:</b>    | <b>Data &amp; Exams Manager</b>                      |
| <b>Location:</b>        | <b>Ark Alexandra Academy</b>                         |
| <b>Contract:</b>        | <b>Casual</b>  |
| <b>Working Pattern:</b> | <b>Hours will be variable dependent on need</b>      |
| <b>Start date:</b>      | <b>As soon as possible</b>                           |
| <b>Salary:</b>          | <b>Ark Support Scale 4, point 3: £13.21 per hour</b> |
| <b>Closing date:</b>    | <b>11:59pm on 12 April 2026</b>                      |
| <b>Interviews:</b>      | <b>W/C 20 April 2026</b>                             |

### Ark Alexandra

Ark Alexandra is a large secondary academy in Hastings, East Sussex. As a Church of England school, our values of faith, excellence and kindness underpin our ethos, culture and behaviour. We have an inclusive admissions policy that welcomes, without preference, students of all faith and none. We believe that everyone deserves to be accepted, included, and empowered to live a purposeful and fulfilling life.

Our vision is to provide all members of our community with the opportunities to engage with 'life in all its fullness' (John 10:10). This will be achieved through the highest quality of education that a truly great school will provide. We are committed to striving for excellence and inspiring our students to fulfil their potential. Our faith underpins our aim for all students to have the widest possible life choices. By knowing every student, demonstrating kindness, we will inspire every member of Ark Alexandra to have a positive impact on the community around them.

We continuously strive to maintain and further develop a safe, calm and purposeful environment, in which all children feel happy, secure and respected. Our commitment to safeguarding is further detailed in our Safeguarding and Child Protection Policy which can be found on our website [here](#). Joining our school team is an excellent opportunity for a proactive person who wants to make a lasting difference to the communities they serve.

Our school is on an exciting rapid upward trajectory. Ark Alexandra operates as one school across two 6FE campuses. This creates the dual benefit of working within a small school family setting, whilst providing unique opportunities for growth, development and career opportunities that exist in a large school model.

We take a traditional and research-based approach to education with a primacy placed on cognitive science, scholarship and what the best schools do. We are a no-nonsense school where staff can focus their efforts on teaching great lessons. Our focus on extra-curricular activities including DofE (bronze to gold), Army Cadet Force and reward trips ensures our students benefit from a range of exciting opportunities.

## How is Ark Alexandra different?

- We are part of the Ark family of schools and benefit accordingly from outstanding networking and career opportunities and first-class CPD.
- Staff wellbeing is one of our main priorities. We have an 8am - 5.30pm/weekend work-related communication curfew to ensure our staff can maintain a work/life balance.
- Our systems and processes for communication and assessment are streamlined, research led and based on the needs of our local context.
- Behaviour for learning is always a high priority so our teachers can focus their time on the things that matter – planning and delivering brilliant lessons for our students.
- This is a strict no excuses, mobile phone free school.
- We offer a wide range of enrichment opportunities for our students that have excellent attendance and feedback.
- Our curriculum is academic and designed to prepare our students for the workplace in the 21<sup>st</sup> century
- We put high-quality teaching at the heart of what we do. Live coaching and current best practice in the field of education is central to our approach.
- There is the opportunity to steer your own career. There is a range of professional development opportunities available.
- As we are part of the large Ark network, this means that we work collaboratively with other schools to build a curriculum suitable for all students and bespoke to our context.
- Salaries higher than the national pay scales.
- Twice as many training days as standard with network-wide events with Ark colleagues.
- Unique opportunities for growth and development
- Access to Ark Rewards – a scheme offering savings from over 3,000 major retailers

If you are ready to add further value to our school you will find this job extremely rewarding.

**Alignment with the school's vision, values and approach to education is essential.**

## **Ark Safer Recruitment Procedure**

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants. This process is outlined below and can be provided in more detail if requested.

### **Disclosure**

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred.

### **Shortlisting**

Only those candidates meeting the required criteria will be taken forward from application.

### **Interview**

1. Shortlisted candidates will take part in an in-depth interview process that will include a competency based interview, and for all teaching roles, will include a lesson observation or similar practical assessment.
2. Candidates will be asked to address any discrepancies, anomalies or gaps in their application.

### **Reference checking**

References from the previous and current employer will be requested for shortlisted candidates, and where necessary employers may be contacted to gather further information.

### **Probation**

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 10 weeks). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the academy with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.

### **A Commitment to Encourage Diversity**

Ark is committed to eliminating discrimination and encouraging diversity amongst our employees. Our aim is that our workforce will be truly representative of all sections of society and that each employee feels respected and able to give their best. To that end we are committed to provide equality and fairness for all in our recruitment and employment practices and not to discriminate on any grounds. We oppose all forms of unlawful and unfair discrimination.

## About Ark Schools

Ark is a network of non-selective schools and run 39 academies in London, Birmingham, Hastings and Portsmouth educating more than 28,500 students.

Ark's aim is to create outstanding schools that give every student, regardless of their background, the opportunity to go to university or pursue the career of their choice.

## How to Apply

To find out more about Ark Alexandra, please visit our website via [www.arkalexandra.org](http://www.arkalexandra.org)

To apply, please [click here](#) to complete an online application form.

**Please note:** we are unable to accept applications via CV and we will be reviewing applications on an on-going basis and this advert may close earlier than advertised depending on the level of response. Early application is strongly encouraged. You will be able to pause, save and log back in to complete your application up until the vacancy closes.

**Closing Date: 11:59pm on 12 April 2026**

*Ark value diversity and are committed to safeguarding and promoting child welfare. The successful candidate will be subject to an enhanced Disclosure and Barring Service check and any other relevant employment checks.*

## Job Description: Casual Invigilator

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|-------------------------|---|
| <b>Reports to:</b>      | Data & Exams Manager                              |
| <b>Location:</b>        | Ark Alexandra Academy                             |
| <b>Contract:</b>        | Casual  |
| <b>Working Pattern:</b> | Hours will be variable dependent on need          |
| <b>Salary:</b>          | Ark Support Scale 4: Pay Point 3: £13.21 per hour |

### The Role

To participate in conducting external examinations for pupils, ensuring that all JCQ regulatory requirements for the conduct of examinations are strictly adhered to.

### Key responsibilities

- To check the examination room prior to the arrival of candidates to ensure that:
  - heating, lighting, ventilation and levels of extraneous noise are acceptable
  - no display materials that might be helpful to candidates are visible
  - a reliable clock of readable size is visible to each candidate
  - the Warning to Candidates is displayed both inside and outside the examination room
  - the Notice to Candidates is displayed in a public place outside the examination room
  - the seating arrangements prevent candidates from overseeing the work of others
- To ensure that a signed record is kept of the seating and invigilation arrangements
- To carry out checks on the identity of candidates on their arrival
- To take all reasonable steps to ensure that:
  - only the official examination stationery is used by candidates
  - candidates take into the examination room only those articles, instruments or materials which are expressly permitted
  - candidates have all the necessary material to enable them to complete the examination
- To open the packet of examination papers and issue the papers to candidates
- To give clear instructions to candidates
- To supervise the candidates throughout the whole time the examination is in progress, and give complete attention at all times to this duty
- To complete the Attendance Register during the examination, in accordance with the instructions of the Awarding Body
- To know the actions to be taken in the event of an emergency such as a fire alarm or bomb alert
- At the end of the examination, to collect all scripts and ensure that candidates have used their correct Centre and candidate numbers
- After collation, to ensure scripts and unused stationery are handed to the person responsible
- To ensure that the room is left in a tidy condition

- From time to time you may be asked to act as a scribe and or a reader for students during their exam.

### **Other**

- Carry out other reasonable duties as directed by Line Manager/SLT

### **Notes**

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 10 weeks). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which he or she has been employed. It provides the school with the opportunity to monitor and review the performance of new staff in relation to various areas, and also in terms of their commitment to safeguarding and relationships with students.

**No job description can be fully comprehensive, and from time to time the successful candidate may have to undertake other professional duties as directed by the Heads of School/Senior Leadership Team/Line Manager.**

# Person Specification: Casual Invigilator

## Qualification Criteria

- Right to work in UK
- First Aid qualification desirable.

## Knowledge and Experience

- Ability to demonstrate accuracy and attention to detail
- Ability to work effectively and supportively as a member of the team
- Good written and oral skills
- Ability to act on own initiative, dealing with any unexpected problems that arise
- Ability to demonstrate commitment to Equal Opportunities
- Experience of working in an educational setting (desirable)
- A sound knowledge of the school's examination policy and procedure (desirable).

## Personal characteristics

- Ability to demonstrate flexible approach
- Ability to offer reliability and punctuality
- Willingness to participate in further training and development opportunities offered by the school
- Ability to be firm but fair at all times
- Ability to demonstrate common sense and initiative
- Willingness to maintain confidentiality on all school matters

## Other

- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS disclosure.

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