

Job Title: Lead Exams Invigilators

Salary: £16 per hour

Contract: As & when required

Location: Alperton, London

We are a large, mixed, 11-18 academy with over 350 students in our sixth form. Due to our increased popularity and successes, we have recently expanded our roll to 12 forms in each year group. Alperton Community School is an inclusive school with a student intake that reflects a wonderfully diverse and vibrant local community. Our students are very well behaved, work hard and are ambitious to succeed. Our most recent Ofsted inspection in July 2021 graded our school as Good "Pupils like coming to school and they enjoy their lessons"; "Pupils can focus because they feel safe"; "Leaders' expectations of all pupils are high"; "Pupils behave well in school. They focus on their learning in lessons. Pupils follow teachers' instructions and listen to one another".

Student progress at GCSE and A Level has been well above national averages for many years with disadvantaged students' outcomes closely matching their peers. Our progress 8 score was 0.82 in 2023 (well above average) with A Level progress in the top 1% of schools. We also see high numbers of our students' progress to Oxbridge and Russell Group Universities. Student attendance is excellent and the percentage of students who remain in education, employment or training are also well above national averages.

Recent awards include the 2022 Pearson "Making a Difference" Award; the school was recently shortlisted for the TES School of the Year and won the TES Maths Team of the Year.

This is an exceptional opportunity. It will offer the successful candidate a friendly, highly supportive and committed working environment within a culture of success and professional growth. The school offers excellent support for ECTs in their induction year.



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The Role

You will lead a team of invigilators uphold the integrity of the external examination process and ensure all internal exams are conducted to a high standard. The job role is initially to cover the examinations taking place throughout the summer term with a possibility of covering future exam periods. This is a casual contract, hours to be arranged with the Exams Manager during examination periods of October/November, January, February/March, May and June, with odd extra days possible at other times of year as required.

You will support the data and examinations team to coordinate the exams operations at the school by ensuring exam rooms are set up to JCQ requirements. You will lead a group of invigilators to ensure exams are conducted safe and securely and in line with the JCQ guidance and ensure that exam papers are returned to the exam office and packaged up to return to the examination boards. Training and guidance will be provided.

The Person

We are seeking a diligent Lead Exams Invigilator, preferably with an educational background or an interest in education, who will relate positively to all learners, be extremely reliable and adaptable with good verbal communication skills, and comfortable addressing large groups of students. You will also have the ability to lead other invigilators, have a good level ICT skills and work as part of a team to make sure the exams take place effectively meeting JCQ guidance at our school.

The Benefits

Continuing Professional Development
Employee Assistance Programme
Cashback Health Benefits
Cycle to Work Scheme
Pension Scheme

Closing Date: This is an open application with no closing date. We will vet applications on a periodical basis and call suitable candidates in for an interview.

To apply, please visit our [vacancies page](#). Completed application forms may be emailed to: hr@alperton.brent.sch.uk.



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Supplementary Information

We are committed to safer recruitment and safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We are an inclusive community school and encourage applications from all sections of the community.

Successful candidate(s) will be required to undertake an Enhanced and Barred Disclosure and Barring Service (DBS) check and register the DBS on the Update Service.

Please note CVs will not be considered as part of your application for this position.

Qualified candidates may be contacted for a brief pre-screening call as part of our interview process to assess their suitability for the role

Only successful candidates will be notified. If you do not hear from us within 14 days of the closing date, please assume that you have been unsuccessful on this occasion.



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Registered office: Stanley Avenue, Wembley, Middlesex HA0 4JE