



# Candidate Information Pack

## Exam Invigilator



L.E.A.D. Academy Trust



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## About the Trust

**Be part of an ambitious, high-performing Trust, committed to improving the lives of children and young people.**

L.E.A.D. Academy Trust comprises primary and secondary academies across Nottinghamshire, Derbyshire, Leicester, Lincoln and Sheffield. Established in 2011, our mission is to be a pioneering, confident, high-performing Trust with national and international influence.

*"We are determined to bring about change and improvement to educational standards in the region by appointing visionary leaders who believe in the Trust's vision and values and are committed to making a tangible difference to the lives of children and young people."*

**Diana Owen, CBE - Chief Executive Officer**

## Inspiring experience

Our Trust Executives have first-hand experience of working in education, so they know what it's like to be on the front line. We pride ourselves on the support and advice we give to all our staff, enabling them to be exceptional leaders and teachers who can inspire both pupils and staff. By choosing to work with us, you will be helping to improve educational outcomes for children, young people and the local community.

Within our Trust, all academies strive to achieve:

- The highest standards of behaviour and conduct
- Outstanding teaching and learning
- A fully inclusive approach where all children are equally important
- A climate of mutual respect between the children, staff and community
- A 'can-do' attitude - high aspirations for all involved with the school
- A wide range of enrichment opportunities for all to get involved in
- A celebration of all the cultures and faiths represented in the school
- An organisation in which there are no excuses for underachievement.

## Supporting external trusts and schools

As well as our core offer to L.E.A.D. academies, we offer additional areas of support to external trusts, schools and organisations through L.E.A.D. IT Services and L.E.A.D. Teacher Training Hub.

If you are ambitious, determined, energetic and passionate about education and want to join us on our mission, then we look forward to receiving your application.



L.E.A.D. Academy Trust  
comprises of:

**23**  
primary

..... and .....

**3**  
secondary  
academies

..... across .....

**5**  
geographical  
regions

..... with .....

**11,000**  
pupils

..... and .....

**1,500**  
members  
of staff





## About us

Having converted to academy status at the heart of the L.E.A.D. Academy Trust in May 2017, Da Vinci Academy is now a successful secondary school with around 700 students and an increasing school roll (oversubscribed in KS3 and also next year's intake). In summer 2019, we were proud to be the most improved Progress 8 school in Derby and in October 2021, we were rated 'good' by Ofsted. A copy of the report can be found on our website.



*Jayne Scattergood, Headteacher*

## Working at Da Vinci Academy

***“Leaders put pupils’ interests at the heart of all that they do” Ofsted 2021***

We are described as a ‘proudly inclusive school with a big heart and huge ambition’. A student-centered philosophy is supported by an unwavering commitment to the achievement of successful outcomes for each and every young person.

We are looking to recruit an **Exam Invigilator**. The ideal candidate will be an energetic and positive professional who can combine their passion with the ability to inspire our students and enhance a talented team. You will be enthusiastic, with the skills and determination to ensure exciting learning and outstanding progress for students of all abilities.





## Benefits of being part of L.E.A.D. Academy Trust

We recognise that successful people place value on a range of benefits associated with their careers, including receiving professional recognition, commensurate financial reward, job satisfaction, opportunity to innovate and a balanced approach to work and personal time. We place value on these aspects too.

### Competitive salary

All Trust roles\* are subject to a minimum hourly rate, which is currently above the National Living Wage amount. All our support staff roles are subject to a competitive 6-point salary range, allowing for progression within the role.

### Pension scheme

Automatic entry to the Local Government Average Salary (LGPS) pension scheme. Benefits include generous employer rate of contribution at minimum 17%, life cover, lower tax, survivor benefits and ill health cover.

### Enhanced annual leave

Holiday allowance starts at 26 or 31 days, up to a maximum of 36 days. Term time only workers also benefit from the same annual leave entitlement paid as part of their usual monthly payroll. This varies on the role and amount of service, increasing after 5 and 10 years' service. Holiday is in addition to Bank or Public holidays.

### Employee assistance programme

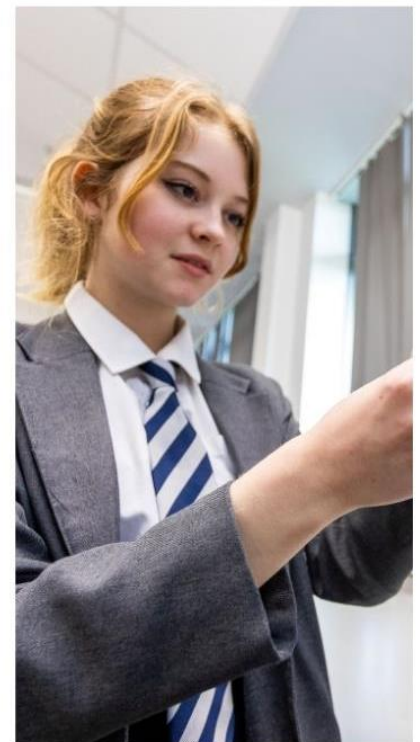
The Trust is committed to supporting staff wellbeing and partner with Health Assured to offer a comprehensive Employee Assistance Programme to all Trust employees and extends to dependent adults living the same household. This includes access to a 24/7 free phone helpline 365 days per year to access advice and support on emotional, financial, legal or other lifestyle matters.

### Continuing professional development (CPD)

We provide excellent training and development opportunities within the Trust, including a full induction programme for all staff.

### And more!

- Access to free Trust Occupational Health service, including physiotherapy
- Access to staff discounts and cashback for a huge range of products, including travel, shopping, insurance, motoring and utilities.
- Travel expenses for business travel at maximum HMRC mileage rate.
- Free eye tests for VDU users.
- Free seasonal flu jabs.



*"Everyone is valued, everyone is supported, and if you hold the same values that L.E.A.D. has, then really consider coming to work with us."*

**Becky Hyder,**  
Safeguarding Compliance  
Lead

*\*With the exception of  
Apprenticeships*

**“Leaders put pupils’ interests at the  
heart of all that they do”**

**Ofsted 2021**



## How to apply

Please send a completed application form and covering letter explaining your interest in the role and how you meet the person specification to: [vacancies@davinciacademy.co.uk](mailto:vacancies@davinciacademy.co.uk) For an informal, confidential discussion about this opportunity, please email: [vacancies@davinciacademy.co.uk](mailto:vacancies@davinciacademy.co.uk)

**CLOSING DATE:** 01/02/2025

**INTERVIEWS:** We expect interviews to take place **as soon as possible**.

We may interview suitable candidates before the closing date.

L.E.A.D. Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we can expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.



*"I wanted to be part of an organisation that works in partnership, believes in collaboration and invests and understands the importance of high-quality leadership and management."*

Rebecca Riley, Deputy Headteacher,  
Huntingdon Academy





# Job description – Exam Invigilator

<b>Role:</b>	<b>Exam Invigilator</b>
<b>Reporting to:</b>	<b>Data, Exams and Admissions Officer</b>
<b>Salary:</b>	<b>NJC Payscale 2 (£12.26 per hour)</b>
<b>Location:</b>	<b>Da Vinci Academy, Derby, DE21 4ET</b>
<b>Contract Type:</b>	<b>Zero hours contract (you will be employed on a casual hours basis)</b>
<b>Start Date:</b>	<b>immediate</b>
<b>Closing Date:</b>	<b>01/02/2025</b>

## Job Description – Exam Invigilator

To contribute to the smooth running of external and internal examinations, in line with awarding body regulations. Work is of an ad hoc nature as and when required.

- To work as part of the examinations team to assist in the smooth running of the academy's external and internal exams
- To ensure the appropriate preparation of the exam room, ensuring the relevant awarding body notices are displayed, and exam room adheres to relevant regulations
- To ensure only items authorised for the exam are in the candidate's possession in the exam room, ensuring bags etc. are secured safely away from the candidates
- To distribute question papers, answer booklets and associated materials at the beginning of exams, and during exams as required
- To ensure that any disturbances or breaches of regulations are dealt with appropriately and reported to the exams team
- To collect all scripts, question papers and other materials following the end of the examination
- To be aware of Health and Safety procedures and requirements in the event of an emergency, and ensuring candidates are supervised in accordance with awarding body regulations
- To undertake any other duties appropriate to the position as directed by the exams team

As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

At L.E.A.D. we have a strong vision and four core principles, to lead, empower, achieve and drive, which you will be expected to demonstrate in your working practices.

# Job Specification – Exam Invigilator

## Experience:

- Basic administration
- Basic IT skills

## Skills and knowledge:

- Communication skills
- Accuracy and attention to detail
- Organisational skills
- Ability to work to predetermined instructions and regulations

## Business Requirements:

- Work as part of a team and alone
- Reliable and punctual
- Flexible approach to work

## Experience:

- Work with young people
- Experience of invigilation



**L.E.A.D. Academy Trust**

**Lead • Empower • Achieve • Drive**

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