Buttershaw Business and Enterprise College



APPLICANT INFORMATION PACK

EXAM INVIGILATOR (casual contract)

CLOSING DATE FOR APPLICATIONS:	9am 7 December 2026
INTERVIEW DATE:	10 December 2026
START DATE:	Jan/Feb 2027

WELCOME

Thank you for your interest in the post of Exam Invigilator at Buttershaw Business and Enterprise College (BBEC.)

Our vision is that we will all work to ensure that our students will be the best they can be and can achieve great things. They will be ambitious, resilient and determined in their learning and respectful, courteous and kind in their relationships.

It is a privilege to serve our diverse community and I am extremely proud of what we have achieved along our journey of school improvement to date.

All leaders are passionate about the students who attend this vibrant school, and we demonstrate this by teaching them well and expecting the very best from them. The appointment of reliable and conscientious Exam Invigilators is crucial in order to raise standards, whilst developing the skills and potential of all students, so that they can lead happy, healthy, confident and responsible lives as individuals and members of society.

We are a fully inclusive school and we welcome all children and their families. We have a great mix of students with different skills and talents, and we are truly proud of our inclusive approach, with our commitment to see every child reach their potential. We expect all staff to work hard to ensure that we fulfil this aim.

The intent of the curriculum at BBEC is to:

- develop the whole child to ensure that they embody BBEC's values, both in and out of school, by being ambitious and resilient in their work and courteous and kind in their interactions with other people.
- provide an all-round education that delivers excellent outcomes in terms of academic success, improved cultural capital and increased ambition in order to counter social disadvantage.
- create a school where everyone belongs and equality of opportunity is actively and effectively promoted.
- develop an understanding, appreciation and respect for diversity while recognising and celebrating difference as well as all we have in common.
- ensure students are compassionate, courteous and kind by guiding their moral, intellectual and creative development.
- secure high levels of literacy, oracy and numeracy to enable students fully to participate in their acquisition of knowledge and skills
- nurture academic habits and skills, emotional intelligence and creativity across a wide range of subjects including the arts, music, performing arts, IT, technology and sport.
- foster confidence, resilience and discipline in seeking knowledge.
- develop knowledge of, and pride in, Buttershaw and Bradford as well as developing ambition and awareness of the possibilities outside the local environment.

At BBEC, we recognise that our staff are our biggest asset. We believe that our young people deserve the best, therefore we recruit carefully and invest in training to ensure continued improvement and an excellent quality of education.

Although we are a large school, we work very hard to ensure we retain our sense of community and family ethos. We strongly believe that education is a partnership between school, students and parents and work hard to develop this partnership.

This post would offer an exciting challenge to someone seeking to broaden their experience and career prospects. High expectations and a determined focus on continuous improvement are essential.
In return, you will receive the support of a strong team of Senior Leaders and Governors, with well-motivated staff, students and parents.

If you decide to apply for this post, please complete the application form, together with a formal letter of application addressing the relevant points on the person specification.

I very much hope to welcome you to BBEC to experience first-hand our vision, values and commitment to our young people and to our community.

Yours sincerely



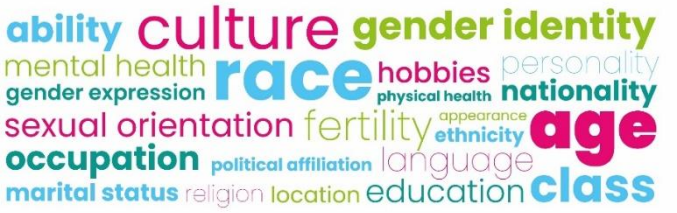
Andrew Taylor
Headteacher

ABOUT BBEC

Buttershaw Business & Enterprise College is an **improving school**. We are an ambitious, community-focused academy of just over 1400 students serving an area of social deprivation on the southern edge of Bradford and seven miles from Leeds. BBEC is popular locally and is rapidly becoming the school of choice for the community of Buttershaw; for the last four years we have been over-subscribed in Year 7.

We all belong at BBEC

BBEC is an **inclusive school**, our school motto is **'We all belong at BBEC'.** We celebrate our differences and our similarities and do not tolerate discrimination of any type. We have a bold approach to inclusion and work so that all students and staff can bring their authentic selves to school.



BBEC has a cohesive, highly skilled and ambitious staff team who work hard to ensure that every student is successful. Many of our students face multiple challenges and it is through clarity of vision, professionalism and determined support for students and for each other that we are bringing about improvement. We have the highest expectations for all our students and expect that our staff teach to the very highest level. We have a rigorous approach to quality assurance and a significant commitment to Continuing Professional Development. Teachers have many opportunities to improve their teaching pedagogy and pedagogical subject knowledge and we expect them to make the most of these opportunities to ensure that the highest of standards are maintained.

BBEC is situated in a modern building. It has well-equipped departments that are arranged in suites of rooms. All teachers have a laptop, all classrooms are equipped with projectors and interactive whiteboards and all classrooms have access to student laptops.

All at BBEC are dedicated to raising the aspirations of our students and improving cultural capital through ambitious schemes of learning in all year groups and a varied offer of extra-curricular activities and opportunities. We run trips and visits to places in the UK and across the world, our students take place in a myriad of competitions and our CEIAG programme is exemplary.

This exciting role offers great opportunities for the successful candidate and a chance to make a difference to some wonderful young people.

THE ROLE OF INVIGILATOR

Our team of invigilators are essential in ensuring that examination procedures are followed in line with JCQ (Joint Council for Qualifications) regulations and that our students have the best opportunity to succeed in examinations.

Invigilators may be required to work in the main exam hall or in smaller rooms with students who need a scribe, need additional time or who are unable to sit their exams in the main exam hall for health reasons.

The invigilator contract is a casual contract for work on an as-and-when-required basis. The school is under no obligation to offer you any work, nor to offer a minimum number of hours in any week or academic term. Equally, our invigilators are under no obligation to accept any session offered to them. Each accepted exam session constitutes a separate, standalone engagement. Exam invigilation is strictly seasonal and dictated by both external and internal examination timetables and candidate numbers.

Once we have established our requirements for invigilator numbers for each exam, we will contact you for your availability and will always strive to assign you as many hours as you are available to work.

EXAM INVIGILATOR - JOB DESCRIPTION

Casual Contract

£13.45 per hour plus holiday pay calculated at 12.07% of hourly rate

JOB PURPOSE

- To implement examination procedures and ensure the proper conduct of examination candidates

MAIN DUTIES

- Hand out appropriate question papers to candidates
- Read out examination instructions and any other pre-examination information
- Record examination start and finish times
- Instruct candidates to begin examinations at the appropriate time
- Complete attendance register and seating plan as required
- At the end of the examination, collect candidate and question papers in accordance with instructions
- Instruct candidates when they are permitted to leave the examination room and ensure their proper conduct in so doing
- Ensure silence in the examination room and avoid disruption
- Ensure that all candidates comply with any instructions
- Walk around the examination room, ensuring no candidate has forbidden items and removing any found
- Ensure that candidates do not converse, signal, or otherwise communicate with each other or other persons, record any incidents and report these to the Exams Officer or other appropriate person
- Maintain the security and confidentiality of the exam
- Make sure the exam room is left in a tidy condition
- Set up the exam room as required and complete the necessary exam room checks
- Be aware of any needs that the candidates may have during the examination
- Attend training when required
- When absolutely necessary, escort candidates to the toilet

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Support, uphold and contribute to the development of the school's equality policy and practices in respect of both employment issues and the delivery of services to the community.

EXAM INVIGILATOR – PERSONNEL SPECIFICATION

ATTRIBUTES	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	HOW IDENTIFIED
Qualifications	• Good literacy and numeracy skills	• Good qualifications in maths and English (grade 4 or above at GCSE or equivalent)	Application Interview Certificates
Experience		• Experience of working with young people aged 11-16 • Experience of busy work/school environment • Experience of working in a secondary school • Experience of working as an exam invigilator	Application References Interview
Training	• Willingness to undertake training in relevant areas.		Application Interview
Knowledge, Skills and Ability	• An inclusive approach to meeting students' needs • Excellent organisational skills • Ability to be assertive • Accuracy and attention to detail • Ability to work on own initiative and problem-solve • Ability to relate to candidates yet maintain an air of authority • Ability to communicate with candidates and members of staff clearly and accurately • Excellent oral and written communication skills • Ability to work to predetermined instructions • Ability to work as part of a team or alone as necessary • Ability to keep calm under pressure or during unexpected circumstances • Tact and understanding of confidentiality • Common sense and initiative		Application Interview
Personal Circumstances	• Availability during exam seasons • Must be legally entitled to work in the UK (Asylum & Immigration Act 1996) • Able to satisfy the requirements of safeguarding recruitment checks in line with Keeping		Application Interview

	Children Safe in Education • Must have the ability to be flexible and work to the requirements of a busy school • Interest in the school's wider role in the community		
Disposition and Attitude	• Approachable, courteous and able to present a positive image of the school to callers and visitors • Maintain confidentiality in matters relating to the school, its students, staff, parents and carers		Application Interview References
Physical	• Resilient • Physically able to cope with the demands of a multi-level building		References Interview
Equality	• A commitment to, and evidence of, promoting diversity and equal opportunities within the Trust, the curriculum and employment practice.		Application Interview

MAKING YOUR APPLICATION

We hope that having read this pack you are inspired to apply for the post.

In order to apply, please complete the application form on MyNewTerm. The application form can be downloaded from the school website https://www.buttershaw.net/work-for-bbec

At BBEC our first priority is keeping our young people safe. Safeguarding is at the heart of all we do, and we work hard to ensure that all of our students are safe at all times and know how to keep themselves safe in a variety of situations. BBEC makes decisions about the suitability of prospective employees based on checks and evidence including: criminal record checks (DBS checks), barred list checks and prohibition checks, together with references and interview information.

If you would like to speak to someone about the vacancy, please contact Mrs Krywyszyn at Buttershaw Business and Enterprise College on 01274 676285, or by email at anna.krywyszyn@bbec.bdat-academies.org.

INCLUSION

As a Trust we are an inclusive employer. We welcome applications from candidates of all backgrounds, faith, ethnicities or with any protected characteristics. We are simply looking for the very best candidate for the job and will assess your application only on the information in your written application or your performance at interview should you be successfully shortlisted.

We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, gender, religious beliefs, marital status, sexual orientation or disability. The person specification sets out the criteria used to assess candidates through the selection process.

ABOUT BDAT

Buttershaw Business and Enterprise College is an academy within Bradford Diocesan Academies Trust. If you are successful in being appointed, the Trust will be your employer.

General Information and Background

Bradford Diocesan Academies Trust (BDAT) is a Multi- Academy Trust (MAT) supporting a number of primary and secondary academies in Bradford. BDAT is the only Church of England MAT operating in Bradford and is part of the Diocese of Leeds. BDAT is a charity, governed by a board of trustees who are responsible for, and oversee, the management of the company. The Memorandum and Articles are available on the Trust's website at www.bdat-academies.org.

Our mission statement

At BDAT we want every child to have a happy and high-quality education enabling them to grow and flourish during their time at school.

In practice, as a Trust, we seek to work with and alongside the academies in our Trust to provide a good quality of education to all children in our academies. The Trust does this through operating a light touch support role for academies at times of challenge and by establishing collaborative structures and processes to enable them to work together and share good practices. As our family of academies continues to grow, we are constantly looking at how we can continue to improve to establish effective and efficient ways of partnership working. We believe this means we are big enough to achieve business economies of scale whist being small enough to retain our family of schools approach where we are truly able to know, understand and support each other.

Our Christian ethos

BDAT is a proudly Christian organisation committed to providing high-quality education for all within an ethos which encourages academic, vocational, mental, physical, and spiritual opportunities and development for each member of its academies. Whilst robust Christian principles underpin the work of the academy, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. It is for this reason that we choose to support and sponsor Non-Church of England academies, as well as those within the faith.

ICARE

At BDAT we have considered the importance, effectiveness and sustainability of how we tackle issues like racism and other types of discrimination across all areas of our MAT and within each of our schools. We have led a Trust wide consultation to ensure we understand what we mean by inclusion and to look at what we can do differently centred around the Trust values: "ICARE". To download our ICARE consultation documents please click here

BDAT People: Our Faculty of Professional and Career Development

BDAT People brings together into a single entity all that we currently do to recruit, develop and retain our staff. It provides the strategic direction to ensure that our professional and career development supports school improvement and drives our vision of BDAT as an employer of choice.
By bringing all our work in this area under 'one umbrella' it ensures our staff know about BDAT's development offers and how they can be accessed. https://bdat-people.org/

CONTACT DETAILS

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