# PENRYN COLLEGE

Belong | Aspire | Succeed




Ofsted Good Provider

Quality Mark Distinction 2024 - 2027 Physical Education School Sport & Physical Activity

## Candidate Pack
## Exam Invigilator

brightcore consultancy mental health & safeguarding
COMMITMENT AWARD 2025-26
Excellence in Safeguarding

Penryn College, Kernick Road, Penryn, TR10 8PZ www.penryn-college.cornwall.sch.uk




# Message from The Headteacher

Thank you for the interest that you have shown in joining us at Penryn College. As Headteacher, I am proud to lead a school community that is committed to excellence, inclusivity, and innovation. Our motto, “Belong, Aspire, Succeed” reflects our belief that with the right support and encouragement, all young people can reach their full potential.

We are passionate about providing a broad and balanced curriculum that inspires curiosity, creativity, and confidence. Together we work tirelessly to create an environment where students feel valued and empowered to take ownership of their learning. Lessons are engaging and underpinned by excellent resources including technology.

We have high expectations of our staff, but in return we provide a supportive and friendly working environment where your feedback is valued and your efforts recognised and rewarded, with ample CPD opportunities and the chance to really make a difference.

Penryn College is more than just a place of learning—it is a vibrant, caring community where every moment matters.

One of the most important things I have learnt in my career is to listen to students. Finding out what our students think and experience in any capacity, whether it’s with our student leadership groups, standing in the canteen queue, or sitting next to them in their lessons. These important interactions tell us what we’re doing right and set our priorities. After all, it’s the reason we came into this profession!

I hope this information pack will give you a good overview of the position and working at our School. There is a strong community spirit here, and all our staff, whatever their role, play an important part in our success. If you have any questions please do contact us, we are more than happy to help.

Warm regards,
Claire Croxall

# About Our School – Vision, Mission & Ethos

Penryn College is a lively, thriving school, and we pride ourselves on our local and national reputation for educational excellence. We work in partnership with national research-led teaching and learning initiatives such as the Arts Council Creativity Collaborative and we are an award-winning Cyber Award School and UNICEF Rights Respecting School. We cater for children and young people aged 11-16 who live in Penryn and the surrounding villages of Constantine, Flushing, Mabe, Mawnan Smith, Mylor, Perranwell and Ponsanooth. Students also join us from Falmouth and other outlying villages and towns.

Originally, Penryn College opened in Falmouth in 1957 and was moved to its present site in 1961. Since that time, there has been a programme of continuous improvement and updating of buildings/classrooms. Our biggest development was the opening of our £24 million College building in 2008. Our PAN for each year group is 210, but the occupational capacity is slightly different for each one. Currently, we are oversubscribed in all year groups.

We want the children of Penryn College to be the best they can be and do the very best they can, whoever they are, wherever they are from, whatever their starting point and wherever they are headed. We want them to be able to meet the challenges of the future. We want them to be flexible, to solve problems, to be resilient and to think for themselves. Most of all, we want them to achieve their dreams.

“Belong, Aspire, Succeed” is a tangible part of the life and work of the school. Children have inspiring learning opportunities because teachers open new worlds. The range of rich opportunities in a wide and exciting curriculum, using Cornwall’s natural environment to the full, gives students a thirst to know more, understand more and do more. Building upon their achievements at primary school, students develop purposeful learning habits, including being competent in reading, writing and numbers. They are able to talk openly and confidently about themselves, their progress, their aspirations and their opinions. They learn to understand, value and uphold people’s right to be treated equally. They leave us with a broad range of qualifications which give them knowledge and skills they need for their future, whatever that future might be, and as self-assured, well rounded young citizens, understanding the responsibilities, challenges and opportunities of life in modern Britain and the wider world. They value people for who they are and know that each one of us has a responsibility to give something back. They know where they are headed and how to achieve their dreams.

Penryn College's ethos centers on nurturing happy, resilient, and aspirational students through challenge, aiming for them to reach their full potential in a supportive, inclusive environment that values individuality, mutual respect, and community, underpinned by their motto "Belong, Aspire, Succeed" and a commitment to developing well-rounded individuals with strong academic and personal skills.

At Penryn College, we believe that everyone's voice matters. We listen carefully to students, families, staff, and our wider community to help shape the future of our school. This shared approach ensures we create a supportive, inclusive environment where every learner can thrive.



## 01 What parents say ...

"Both of my children are very happy at the school and we're very grateful to have a fantastic school on our doorstep. They are given many extra-curricular opportunities which enable them to grow in confidence and feel part of the school community."



## 02 What students say ...

"There's a great team spirit here. We all get on well with each other and the teachers. We feel safe, and the facilities are amazing!"
"The changes that have been made by all of us have been listened to and have happened thanks to the school staff."



## 03 What staff say ...

"The school does a fantastic job... it enables our young people to thrive and be valued"
"This is a great school to work in... there is a strong sense of community."



## 04 What OFSTED say ...

"Penryn College is a happy and welcoming school."
"Pupils follow an exciting curriculum with a broad range of different opportunities. Leaders are ambitious for pupils and there is an ethos of 'having a go', without fear of failure."

# The ARB





Penryn College ARB, situated on the Penryn College campus, is a specialist provision for children with an EHCP. Students who attend the ARB follow an adapted curriculum, accessed through targeted support which is tailored to meet individual needs.

All students at Penryn College are encouraged, and supported, to reach their full potential. ARB places are commissioned by the local authority as part of a child's annual review process.

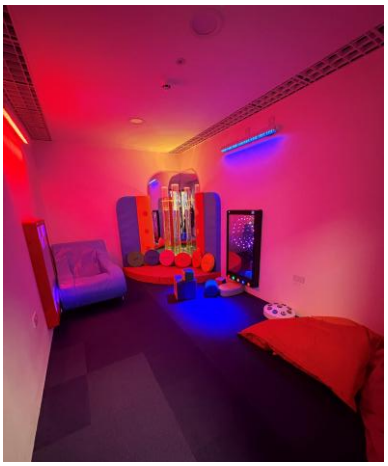
**The Vision for Penryn College ARB**

Penryn College ARB strives to achieve these five objectives:

1. To produce and implement a high-quality, accessible learning journey, where we celebrate success and achievement.
2. A student-centred ARB, where every child is nurtured, supported and appropriately challenged.
3. Clear and consistent expectations, with appropriate reasonable adjustments that prepare students for life beyond Penryn College.
4. A safe and dynamic learning environment that adapts to meet current need.
5. Where students leave Penryn College able to read, and where possible, are functionally literate.









# Working with Us

## THE RECRUITMENT PROCESS

1. **Application:** To apply for a staff vacancy, please visit our website here and complete an Application Form and Personal Statement of Suitability (no longer than two sides A4). Demonstrate clearly how you meet the criteria outlined in the Person Specification, providing specific, relevant examples to support your evidence. Please email completed applications by the closing date to vacancies@penryn-college.cornwall.sch.uk
2. **Shortlisted applicants** will be invited by email to attend an interview. References will be taken up after shortlisting unless you have indicated otherwise.
3. **Interview Process:** The selection process will include a formal panel interview and a practical assessment designed to evaluate the knowledge, skills, and abilities outlined in the Person Specification. Full details will be provided to shortlisted candidates prior to interview.
4. **Feedback:** Unsuccessful applicants will be provided with professional feedback
5. **Taking up post**: The start date is subject to completion of all Safer Recruitment checks
6. **Additional Information:** For further information, please contact Helene Zeat-Kane, HR Officer. If you require any reasonable adjustments in order to attend or participate fully in the interview process, please let us know at your earliest convenience so that appropriate arrangements can be made
7. **Safeguarding:** Penryn College is committed to safeguarding and promoting the welfare of children and young people and expect staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS and barred list check.

**We reserve the right to interview early should an exceptional candidate apply**

**Closing date:** Monday 30 October 09:00 **Interview date:** week of 7 December

Please note that we are unable to process applications without a fully completed application form.

Please return your completed application form and covering letter to Helene Zeat-Kane, HR Officer at vacancies@penryn-college.cornwall.sch.uk or post to: Penryn College, Kernick Road, Penryn, TR10 8PZ.

Thank you again for your interest in joining our team. We look forward to receiving your application.

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*"The School has a great culture - one that supports staff and the development of teams. I love being part of the team!"* **Staff Survey 2025**

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# JOB DESCRIPTION

**Job title:** Exam Invigilator
**Grade:** £12,71/hour
**Hours:** Variable hours – term time only.
**Responsible to:** Exam Officer
**Direct Supervisory Responsibility for:** None

**Main purpose of the role:**
To support the Examinations Officer in the planning, organisation and conduct of all internal and external examinations, ensuring examinations are conducted in accordance with JCQ regulations and awarding body requirements. To lead and coordinate a team of invigilators and ensure the smooth running of examination sessions.

**Key Responsibilities**

Examination Administration and Preparation

- Assist with the preparation of examination venues, including seating plans and room layouts.
- Ensure examination materials are checked, secured and distributed in accordance with examination regulations.
- Support the Examinations Officer with the organisation of examination sessions, including mock examinations and assessments.
- Help maintain the security and confidentiality of examination papers and candidate information.

Leadership of Invigilators

- Act as the lead invigilator during examination sessions.
- Brief invigilators before examinations on procedures, regulations and any specific candidate arrangements.
- Allocate duties and monitor the performance of invigilators during examinations.
- Provide guidance and support to new and existing invigilators.
- Ensure consistent implementation of examination procedures.

Examination Session Management

- Start and finish examinations in accordance with JCQ regulations.
- Read examination announcements and instructions to candidates.
- Ensure candidates are seated correctly and have appropriate identification where required.
- Monitor examination conditions, maintaining a calm and secure environment.
- Deal promptly with any incidents, irregularities, candidate concerns or emergencies.
- Record and report any suspected malpractice or breaches of regulations.

Access Arrangements

- Support the implementation of approved access arrangements, including extra time, readers, scribes and separate room arrangements.
- Liaise with SEND staff and the Examinations Officer to ensure appropriate support is in place.

Post-Examination Duties

- Collect, check and package examination scripts and materials in line with awarding body requirements.
- Ensure scripts are dispatched securely in line with awarding body requirements.
- Complete and maintain accurate examination records and documentation.

Training and Compliance

- Maintain an up-to-date knowledge of JCQ regulations and examination procedures.
- Participate in training and briefing sessions as required.
- Promote safe working practices and comply with school safeguarding, health and safety, data protection and confidentiality requirements.

General Responsibilities

- Uphold the school's vision, values and expectations.
- Maintain professional relationships with students, staff and visitors.
- Undertake any other duties commensurate with the grade and nature of the post.

**Date Prepared:** September 2026 **Prepared by:** Exam Officer Penryn College

PERSON SPECIFICATION

| Attribute | Essential | Desirable | How identified |
|---|---|---|---|
| **Relevant experience** | Good standard of general education, including CGSE English and Maths (or equivalent).<br><br>Experience of following procedures and working within regulations. | Experience of invigilating examinations or working in an education environment.<br><br>Experience supporting examinations involving access arrangements. | Application form / interview |
| **Education and training** | | Previous experience as a lead or senior invigilator. | Application form / certificates |
| **Knowledge and skills** | Good communication and interpersonal skills.<br><br>Able to work independently.<br><br>Excellent organisational skills and attention to detail.<br><br>Ability to remain calm under pressure.<br><br>Good communication and interpersonal skills.<br><br>Reliability, punctuality and professionalism.<br><br>Ability to maintain confidentiality.<br><br>Observant and vigilant. | Maintain high standards of examination security and integrity.<br><br>Contribute to a positive and supportive examination environment for students. | Application form / interview |
| **Additional factors** | Reliable, punctual and flexible.<br><br>Professional and approachable manner. | Experience working with young people. | Interview / references |

Penryn College

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Thank you for your interest in Penryn College. We look forward to welcoming you to our school.


**Address** Penryn College, Kernick Road, Penryn, TR108PZ

**Phone** 01326 372379

**Email** vacancies@penryn-college.cornwall.sch.uk

**Website** www.penryn-college.cornwall.sch.uk