

Elm Tree Multi Academy Trust

Recruitment Information Pack



Exam Invigilator

at North Leamington School



An overview of North Leamington School



Dear Applicant,

Our school is a thriving, popular and inclusive comprehensive school, where we pay particular attention to each individual student by promoting their personal, social and educational development. We have all the advantages of being a large school in that we offer a wide-ranging curriculum to enthuse all learners and at the same time employ dedicated and high-quality staff to support and value each student.

North Leamington School is a part of the Elm Tree Multi Academy Trust (ETMAT), with the aim to work in collaboration delivering excellence and enriching the lives of the young people within the Trust.

We have high expectations of our young people; we expect everyone to work towards the common goal of helping them develop the skills and knowledge required in being successful at North Leamington School and beyond. Our students are encouraged to strive for excellence in all that they do at school and grasp all the wonderful opportunities that will present themselves throughout their years of study. We want our young people to aim high, be happy, confident learners, support one another and be proud members of our rich and diverse community.

Our ambition is to be an ever-improving learning environment that offers **opportunities** to enthuse engage and enrich the experiences of all its community. We will continue to instil a **commitment** to growth in a positive, dynamic, and **respectful** environment that expects and supports personal **excellence** in the context of **"everyone mattering equally."**

Vision and Values

- **Commitment:** All members of our community are committed to self-improvement, working to achieve both individual and collective goals so all are successful.
- **Opportunity:** Individuals can develop their abilities and talents, and to be successful. We want everyone within our community to be nurtured, challenged, and encouraged to make the most of opportunities.
- **Respect:** Everyone behaves in a respectful and kind way to others. Our school is an inclusive environment where all are valued equally.
- **Excellence:** There is a commitment to excellence in all that we do. We have a culture of high expectations. We expect to do well both as individuals and collectively.

We are extremely fortunate to educate young people in a wonderful environment with state-of-the-art facilities. We have committed, talented teachers and support staff who work hard and deliver excellent outcomes for our young people at all stages. Fundamental to that success is instilling core attributes such as resilience, independence, kindness, progressive thinking and a desire to work hard.

We care deeply about forging positive and strong relationships between all partners – staff, students, parents, carers and governors. Respect for ourselves and each other is at the heart of our school ethos, we want students to work in partnership with our local and global communities and the environment to become positive members of society and role models for our younger students at school.

I would like to thank you for your interest in joining our team here at North Leamington School. If you would like to visit the school, please get in touch with our HR team at hr@etmat.co.uk and we can assure you of a warm welcome.

Kind Regards,

Mr Mike Lowdell

CEO of Elm Tree Multi Academy Trust & Head Teacher of North Leamington School



For further information about our school, please take a look at our website: -

[North Leamington School - Home](#) / www.northleamington.co.uk

Job Opportunity

Job Title:	Exam Invigilator
Opportunity:	Are you looking for part-time work with flexible hours? Join us as an Exam Invigilator and make a difference to the lives of our young people. After another successful academic year, we are expanding our team of casual Exam Invigilators. Our Exam Invigilators are highly valued and an integral part of our team, critical to the running of examinations at North Leamington School. You will be required to invigilate for exams throughout the school year; we hold mock and internal exams from October to December, and again in February and July, with the public exams taking place in May and June. Offering flexibility, with half day availability, the hours will be agreed mutually with our Exams Manager in advance of scheduled exams. The main duties involve supervising students in exams, preparing exam rooms, distributing and collecting exam papers. We would love to hear from you if: • You are well organised, vigilant, and with good attention to detail • You can offer reliability • You are happy to work independently, as well as part of our team • You relish the opportunity to work in a school environment • You can display a strong, calm, caring and approachable demeanour during your interactions with our young people • You can use initiative • You can be focused on your duties during silent exam periods, as well as whilst preparing examination materials before and after sessions • You are committed to making a difference to the education of our students
Reporting To:	Exams Manager
Working Relationships With:	Exams Manager, Data & Exams Officer, other Exam Invigilators, and Support staff
Location:	North Leamington School Sandy Lane, Blackdown, Leamington Spa Warwickshire CV32 6RD
Salary & Hours:	Casual Contract Term-Time Only Grade B, Scale Point 3 (hourly rate £13.28 plus 12.07% holiday pay) Various hours of work available, as agreed with Exams Manager

What We Offer:

- A fantastic modern school environment with a strong team culture
- A first-class commitment to developing individuals through personalised CPD programmes
- An easily accessible location with plentiful onsite parking
- A casual employment contract so that you have the flexibility to choose your hours whilst also gaining holiday pay

Job Description

Title of Post:	Exam Invigilator
Location:	North Leamington School
Salary/Grade:	Salary Band B – Scale point 3
Hours:	Various hours of work available, as agreed with Exams Manager. Term-Time Only
Responsible to:	Exams Manager
Purpose of Job:	To assist the Exams Department in the running of public and internal exams in the school

Key Tasks and Responsibilities:

- To prepare the exam room
- To admit students to the exam room in a quiet and orderly way
- To conduct the exam according to the Joint Examination Boards' regulations
- To ensure a calm and supportive environment in the exam room
- To be constantly vigilant when the exam is running
- To read or provide specified support for students who qualify for access arrangements due to special educational needs and disabilities, as required
- To work either within a team of invigilators to a large number of students, or as an individual invigilator to a smaller number of students.

Budget Management

- None

People Management

- None

General Requirements:

All Elm Tree Multi Academy Trust staff are expected to:

- Maintain confidentiality according to organisation and legal requirements
- Uphold school policies, routines and codes of conduct as set out in the Staff Behaviour Policy or other documentation made available to staff
- Undertake other such reasonable duties as may be required from time to time
- Work towards and support the Trust's vision and objectives
- Be aware of, and follow the Safeguarding and Child Protection Policy
- Support and contribute to the school's responsibility for safeguarding students
- Work within the school's Health and Safety Policy to ensure a safe working environment for staff, students and visitors
- Maintain high professional standards of attendance, punctuality, appearance and conduct, and promote positive and courteous working relationships with students, parents and colleagues
- Engage actively in the performance review process
- Show a willingness to undertake training and professional development either in-house or externally

Context of Post

This post should be seen in the context of the School Improvement Plan, the Aims and Values of the school, and the latest OFSTED Inspection Report.

Renegotiation

Elements of this Job Description may be renegotiated at the request of either party and with the agreement of both.

Safeguarding Statement

Elm Tree Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification

Skills & Abilities:

	Essential	Desirable
Ability to follow written and verbal instructions accurately	✓	
Can remain composed in challenging environments	✓	
Good observational skills and attention to detail	✓	

Qualifications & Attainment:

	Essential	Desirable
Attained GCSE Maths and English Grade C (4) or above		✓
Relevant JCQ/Exams Office training		✓

Experience & Knowledge:

	Essential	Desirable
A knowledge of external examination process & procedures		✓
Experience working in a school or other examination centre		✓
Experience of working with young people or in a customer-facing role		✓
Experience of following procedures and maintaining accurate records		✓
Understanding of the importance of confidentiality and security	✓	
Knowledge of JCQ examination regulations and procedures		✓

Attitude & Approach:

	Essential	Desirable
Reliable, punctual and well organised	✓	
Ability to provide reassurance and support to students while maintaining examination regulations.		✓
Committed to safeguarding and promoting the welfare of young people	✓	
Flexible and adaptable	✓	
Trustworthy and able to maintain confidentiality	✓	

How To Apply

Closing Date:	Monday 28th September 2026 at 9:00am
Interviews:	Interviews are planned to take place during the week commencing 5th October. Candidates shortlisted for interview will receive further details, including their interview time, via email invitation. Please note that we may interview candidates on application. Therefore, we encourage you to apply at your earliest opportunity.

All applications must be completed and submitted online or by emailing to:

hr@etmat.co.uk

Alternatively post your application to:

**Human Resources
North Leamington School
Sandy Lane
Blackdown
Leamington Spa
CV32 6RD**

Alternatively, you can apply via the TES portal online.

If you have any queries regarding the application process, please contact Brian Langley - Trust HR Manager or Eleanor Hancox - HR Officer on:

T: 01926 338711 Ext 8488 / Ext 8408

E: hr@etmat.co.uk

Elm Tree Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All appointments are made subject to receipt of a completed application form, satisfactory references, an enhanced DBS disclosure, online search checks and the right to work in the UK.