

North East Learning Trust

Examinations Invigilator
Bedlington Academy

Applicant information pack

Examinations Invigilator

Required from March 2027
Grade 1 SCP3
£13.28 per hour
Casual hours during Examinations Period

Bedlington Academy is a part of the North East Learning Trust and is seeking to appoint an Exam Invigilator to join our dedicated team.

Bedlington Academy is a caring, friendly and inclusive school that is driven by a clear focus on learning and a desire to develop high aspirations in our students. Bedlington Academy is a loyal and close-knit community school where individuality is valued and where tolerance, acceptance and inclusiveness run deep.

Our vision, along with all schools in the Trust, is that every child experiences excellence every day.

We are committed to:

- A vibrant learning community with enthusiastic and engaging students
- A positive and caring ethos
- An excellent learning environment and resources
- A team of hardworking, dedicated and friendly staff where everyone is valued

We will offer you:

- Lifestyle Savings – range of discounts from top retail brands
- Discounted gym membership
- 24/7 Employee Assistance Programme and wellbeing portal

The successful candidate will:

- Be reliable, flexible, and readily available during main exam periods
- Have effective communication skills and good interpersonal skills
- Can work well as part of team
- Be proactive and self-motivated
- Have a flexible approach to work

Deadline: Monday 4th January 2027
Interviews taking place week commencing week of 11th January 2027

How to apply:
Application packs can be downloaded from our website.

Application forms should be returned to kelly.saunders@bedlingtonacademy.co.uk or by post to Kelly Saunders, Bedlington Academy, Palace Road, Bedlington, NE22 7DS. You can, if you wish, submit a covering letter to support your application; please do not submit a CV unless it is to complement your application form.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment. All posts will be subject to receipt of satisfactory enhanced DBS disclosure, medical and reference checks. All pre-employment checks are in line with "Keeping Children Safe in Education" and the Trust's Safeguarding Policy which is available on our website.

Job description

Post title: **Examination Invigilator**
Responsible to: **Exams and Data Manager**
Responsible for: **To ensure the fair and proper conduct of examinations**
Salary Band: **Grade 1, SCP3**

Job Purpose:

To work under the direct instruction of the Data/Examinations' Manager to ensure the fair and proper conduct of examinations in an environment that enables students to perform to their best ability

Duties and Responsibilities:

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Bedlington Academy regulations and instructions
- To have a key role in upholding the integrity and security of the examination/assessment process

Before exams

- Report to and be briefed by the exams manager prior to each exam session
- Keep confidential exam question papers and materials secure before, during and after exams
- Ensure exam rooms are set up according to the requirements
- Admit candidates into exam rooms under formal exam conditions
- Identify candidates and seat candidates according to the required arrangements Distribute the correct question papers and exam materials to candidates
- Deal with candidate questions
- Instruct candidates in the conduct of their exams.
- Start exams

During exams

- Supervise and observe candidates at all times and be vigilant throughout exams
- Keep disruption in exam rooms to a minimum and report any instances to the exams manager
- Deal with emergencies or irregularities effectively
- Record/report any incidents, disruption or irregularities Complete attendance registers
- Deal with candidate questions according to the regulations

After exams

- Instruct candidates in finishing their exams and collect exam scripts and exam materials
- Dismiss candidates from the exam room
- Check candidates' names on scripts, match the details on the attendance register Securely return all exam scripts and exam materials to the exams manager

Other tasks

- Undertake training, update and review sessions as required (prior to invigilating any exam in a new academic year)
- Undertake relevant online invigilator training and assessment for that academic year
- Undertake, where required and where able, other duties requested by the exams officer, for example:
- centre supervision of exam timetable clash candidates between exam sessions
- facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
- other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'

General Requirements:

- Experience of invigilation is not required as training in the role and duties of an invigilator will be provided
- Invigilators are required to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them
- Invigilators are required to confirm their availability in advance of main exam periods Invigilators must confirm the confidentiality and security requirements surrounding
- the invigilation process are known, understood and will be followed at all times

General

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Health and Safety:

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

Person Specification
Examinations Invigilator

	Essential	Desirable
Education/training	• A good standard of general education, in particular for English and Maths	
Experience	• Effective communication skills. • Ability to follow instructions and regulations fairly.	• Previous experience of exam invigilation. • Previous experience of working in an educational establishment or working with teenagers.
Aptitude and skills	• Be a confident and reassuring presence to candidates in the exam room. • Have effective verbal and written communication skills. • Ability to be calm under pressure and in unexpected circumstances. • Ability to use initiative.	• Knowledge of examination procedures • Be able to maintain an air of authority. • Be confident with Information Computer Technology.
Personal qualities	• Ability to work flexibly. • Be reliable, punctual and dependable. • Ability to work as part of a team or 1:1 with students. • A desire to do things to the best of your ability. • Ability to pay attention to detail. • Be vigilant.	

References:

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

DBS:

North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

Pre-occupational health:

Pre-occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.