



Welcome to our Trust

Casual Examinations Invigilator
Recruitment Pack



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Welcome to Anglian Learning

Thank you for your interest in the position of Casual Examinations Invigilator.

Anglian Learning is an ambitious, forward-looking multi-academy trust. Our members share the firm belief that all young people deserve to have access to an excellent education and exciting opportunities, which in turn will help prepare pupils to thrive in their local, national and global communities.

This is reflected in our Core Purpose of Transforming Together to enable inclusive and aspirational learning in every classroom, empower leaders across every academy, and ensure inspiring opportunities and educational success for our learners, people and communities.

Our organisation has been founded on strong collaborative and trusting relationships, where everybody is committed to sharing their successes, but equally open to innovative ideas and alternative perspectives. We also passionately believe that our most valuable resource is our people, and if you apply and are successful in your application, we promise to develop and support you in your career, as well as provide a caring, friendly environment in which to work.

For an informal discussion regarding this role, please contact HR team at hrhub2@anglianlearning.org

I hope that you find the following information useful. If you wish to make an application for this vacancy, please see the instructions within.

We look forward to hearing from you.

Jonathan Culpin
CEO, Anglian Learning



Our Values:

Aspiration

We are ambitious for ourselves and all those in our community to be the best we can be.



Community

We underpin our relationships with a culture of support, respect and trust, recognising we are stronger together.



Empowerment

We enable our academies, staff and learners to embrace new ideas and think creatively.



Inclusivity

We believe in equality of opportunity, celebrating everyone's differences and supporting learners of all abilities from all backgrounds.



About Anglian Learning

Founded in September 2016 by four community-facing secondary schools committed to sharing knowledge and providing mutual support, Anglian Learning has grown to become one of the leading school trusts in the region.

Educating more than 9000 pupils and employing over 1000 staff across three counties, pupils, their families and the wider community benefit directly from the resources, time and expertise given by our Trust. While each school retains its own unique identity and ethos, we are collectively passionate in our belief that we are stronger together.

Alongside this, our Trust remains committed to its heritage, which is rooted in local communities. Several of our schools provide adult learning opportunities and support for local groups and societies. We also operate our own sports centres under Anglian Leisure. Local, high-quality quality and representative governance of schools is a key aspect of our leadership structure.

In addition to our commitment to celebrating our community ethos, we believe strongly in empowering our people. The role of our Trust is to provide the environment in which colleagues can grow, develop and flourish in their role. Our central team provides extensive, expert and rapid advice and support in human resources, curriculum development, inclusion, finance, ICT, business support and operations. Therefore, our schools have the capacity and focus to drive school improvement in the curriculum, teaching, behaviour and in establishing the healthy culture and ethos that underpins this.



Educating more than

11,100

pupils

Employing over

1,650

members of staff

3

counties

22

academies

About Sawston Village College



Thank you very much for your interest in a position at Sawston Village College. We hope the information in this pack will encourage you to apply.

Sawston Village College is a highly successful and welcoming 11-16 academy where pupils are treated with respect and held in positive regard. Named the State 11-16 Secondary School of the Year in The Sunday Times Parent Power list (The Sunday Times, 8 December 2024), we have high expectations and standards and are ambitious for our learners. We work collaboratively to provide an inclusive, safe and calm learning environment in which all pupils can thrive. We have an inspiring and evolving campus with a brand new building opening in 2027.

Our focus is the achievement and wellbeing of our 1,198 pupils within a culture based on community, ambition, respect and endeavour. In 2025, the College achieved outcomes above national averages, including 61% gaining grade 5+ in English and Maths, 37% at grade 7 or above across all subjects and a high Attainment 8 score, enabling pupils to progress successfully to their preferred post-16 pathways.

This success is based on a firm belief that all pupils, whatever their background or ability, deserve to succeed. We are determined to recruit, develop and retain excellent staff through high-quality professional development and a caring, supportive culture. As noted by our Ofsted report in May 2023, Sawston Village College is a highly professional and friendly, caring and enjoyable place in which to work and teach.

Thank you, in anticipation, for the time you will give to your application.

Mr Jonathan Russell
Principal



Working for Anglian Learning

One of our core design and decision-making principles is that we constantly strive to build a healthy organisational culture, central to which is making sure we are a learning community where everyone can achieve their potential. We create a strong sense of belonging and a place where staff feel appreciated and fairly rewarded for the work they do. We are a flexible employer that supports colleagues to balance their lives and recognises how staff give back to our young people.

Staff survey

Our most recent staff survey indicated that a high proportion of staff:

- Feel as though they belong within Anglian Learning
- Agree that they are provided with relevant opportunities for professional development
- Feel that there is a positive culture of psychological safety within their school
- Have high levels of job satisfaction and happiness at work
- Would recommend our organisation as a great place to work
- Almost all staff who responded to the survey feel part of a team within their school and can rely on colleagues for support when needed.

Joining Anglian Learning comes with a range of benefits, fostering both personal and professional growth. Our coaching and mentoring programmes are designed to offer tailored support that enhances your skills and career development. For further information about the opportunities available for this role please contact HR team at hrhub2@anglianlearning.org

Benefits

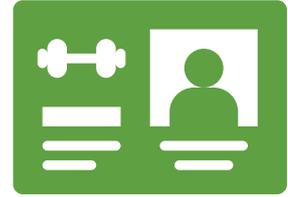
Other benefits and support available to all Trust employees include:



Career Average Revalued Earnings Pension Scheme (CARE)



Cycle to Work Salary Sacrifice Scheme



Free membership to all Anglian Learning Sports Centres



20% discount on Anglian Learning Adult Education Courses



Professional Development Scheme Policy



Employee Assistance Programme offering a range of services to staff and their families



Specsavers VDU Vouchers



Boots Flu Vouchers



Access to a wide range of discounts on high street and online shopping via 'Teacher Discounts' and the 'Blue Light' card



Role Summary

We are now seeking additional Invigilators to join our highly effective team, to help administer both internal and external examinations throughout the school year. The purpose of the role is to ensure that examinations are conducted according to the regulations and that all candidates have the opportunity to perform to the best of their ability.

We teach a variety of GCSE syllabuses and vocational qualifications from each of the main boards: AQA, Edexcel, OCR and WJEC, and also conduct internal examinations for Years 9 to 11.

Invigilators supervise pupils during the examinations, ensuring that official guidelines and regulations for the integrity and security of examination papers and procedures are followed. Staff and pupils work extremely hard to prepare for examinations. Therefore, to ensure adequate staffing for their smooth running it is particularly important that our Invigilators are reliable and committed to the role and to the particular examination periods they agree to work.

Flexibility, accuracy and common sense are also essential qualities. Previous experience is not essential as full training will be given. Working hours will be by negotiation during examination periods. We encourage you to submit your application as soon as possible as we may be able to offer interviews to suitable applicants before the closing date.

Job Description

Casual Examinations Invigilator

Sawston Village College



SALARY:	National Living Wage plus holiday pay
HOURS:	Term-time only as required during examination periods
PENSION:	LGPS Pension Scheme, subject to eligibility. For casual roles, enrolment may be postponed in line with statutory regulations.
ANNUAL LEAVE:	Holiday pay is included within the hourly rate, in line with statutory requirements.
DISCLOSURE LEVEL:	Enhanced DBS plus Children's Barred List Checks
LOCATION:	The post holder will be based at Sawston Village College but will be expected to work across the Trust and to travel between sites.
RESPONSIBLE TO:	Examinations Officer

MAIN RESPONSIBILITIES

To ensure that examinations are conducted according to the regulations and that all candidates have the opportunity to perform to the best of their ability

- To assist in the setting up of examination rooms
- To ensure candidates obey the regulations of an examination room as laid out in the examination guidelines
- To ensure no inappropriate items are brought into the examination hall, such as personal stereos, mobile phones, revision notes or other paperwork unless told otherwise
- To ensure all candidates receive appropriate examination question papers and answer paper
- To be aware of any needs that candidates may have during an examination
- To ensure there is no talking or disruption for the candidates once inside the exam hall and when the exam is in progress
- To ensure all candidates are aware of the pre-exam start information and of any erratum notice that may affect them
- To maintain security and confidentiality
- To prevent any unauthorised person from entering the exam hall
- To ensure answer scripts are collected in candidate number order and are supervised as required until they are delivered to the Exams Office
- To report any possible incidences of malpractice to the Exams Officer
- To sign the centre's confidentiality declaration
- To be aware of and comply with policies and procedures related to child protection and safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person
- To attend training as required, including compulsory safeguarding training
- To assist in other activities as may reasonably be requested by the centre from time to time

EXAMINATION DATES

Examination dates for the academic year 2025-26 are shown below as a guide to the yearly calendar of examinations.

- 3 to 17 November Year 11 mock exams
- 14 & 15 January Year 9 internal mocks
- 28 January Year 11 additional mock exam (English Language)
- 25 February Year 11 additional mock exams (English Literature and Maths)
- 13 - 22 April Year 10 mock exams
- 14 April - GCSE MFL speaking exams (provisional)
- 5 May to 17 June GCSE exams – see [here](#) for the timetable
- 24 June GCSE exam (contingency day)

Please note:

On the day of examinations, Invigilators are required to be onsite from 8.20am in preparation for the morning exams. For Invigilators covering the afternoon exams, the finish time is likely to be around 3.15pm. Applicants must have good availability for the GCSE exams from Tuesday 5 May to Tuesday 16 June 2026.

Person Specification

Casual Examinations Invigilator

Sawston Village College



Qualifications and Training

Essential:

- Educated to GCSE Level or equivalent with a good standard of literacy and numeracy

Experience

Essential:

- Experience of working in a role that requires responsibility, reliability and adherence to clear procedures
- Experience of supervising individuals or groups in a calm, controlled environment
- Experience of following instructions and working within established rules or guidelines

Desirable:

- Previous experience of invigilating examinations in a school environment
- Experience working with young people or in a supervised environment where professional boundaries are important
- A commitment to safeguarding the welfare of children and vulnerable adults

Skills and Knowledge

Essential:

- Ability to work as part of a team or alone as necessary
- Ability to demonstrate accuracy and attention to detail
- Ability to relate to candidates, yet maintain an air of authority
- Ability to communicate with candidates and members of staff clearly and accurately
- Ability to work to pre-determined instructions
- Ability to maintain confidentiality on all school matters
- Willingness to undertake training as required
- Able to converse at ease with members of the public (i.e. staff and pupils), answer questions and provide advice in accurate spoken English

Desirable:

- A sound knowledge of the 'Instructions for the Conduct of Examinations' produced annually by the JCQ (Joint Council for Qualifications)
- A sound knowledge of the roles of the JCQ and Awarding Bodies
- A sound knowledge of the school's examinations policy and procedures

Personal Qualities

- Calm and confident approach, using initiative and common sense while following procedures
- Honest and reliable, able to be firm but fair and maintain confidentiality at all times

How to apply

Dates

CLOSING DATE:	Ongoing (applications will be reviewed upon receipt)
INTERVIEW DATES:	To be confirmed
START DATE:	As soon as possible, subject to pre-employment checks or by the start of GCSE exams on Tuesday 5 May at the latest.

We reserve the right to close this advert prior to the publicised closing date if we receive a high volume of suitable applications. Applications will be reviewed as received so please apply early to avoid disappointment!

If you are passionate about Casual Examinations Invigilator and meet the person specification we invite you to apply for this exciting opportunity via our [Recruitment Link](#)

To find out even more, have an informal discussion or arrange a visit to the Trust, please contact the Trust's HR Team via hrrhub2@anglianlearning.org

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 and undergo appropriate checks. Therefore, all posts within the Trust are subject to robust pre-employment checks including but not limited to an enhanced Disclosure and Barring Service check

This job entails work that is considered regulated activity i.e. work which involves regular close and unsupervised contact with children or vulnerable adults. As such additional pre-employment checks will be required and communicated to the successful candidate at the offer stage.

This post is exempt from the Rehabilitation of Offenders Act. Our policies for Ex-Offenders, GDPR, Safeguarding and Recruitment can be found on our website: www.anglianlearning.org.

We value diversity and welcome applications from all, including those with protected characteristics under the Equality Act. Should you require reasonable adjustments to support your participation in an Anglian Learning recruitment campaign please do not hesitate to get in contact as we are happy to discuss your requirements.'

Flexible working, including part-time hours and job shares, will be considered for all Anglian Learning roles with the exception of where this is not compatible with the business needs. Should you be interested in flexible working please indicate this on your application.

Privacy Notice for Job Applicants - <https://anglianlearning.org/information/data-protection-policies/>

Please note the photo(s) of pupils attached to this notice were used under the legal ground of consent, for the purpose of preparing publications that promote the schools.



Get in touch

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