STAINDROP
ACADEMY



Exam Invigilator

Start Date: January 2027

Your child is our child

Welcome from the **Headteacher**

Thank you for your interest in joining Staindrop Academy—a school built on a proud tradition of excellence, where staff and students alike are supported to flourish.

At Staindrop, our ethos is rooted in the wellbeing, achievements, aspirations and success of our young people. Every child matters, and we are committed to ensuring that each one is *happy, valued and successful*. We want our pupils to fulfil their potential and develop the skills and attributes to thrive in their next steps and beyond.

We are proud of the calm, purposeful and friendly atmosphere that defines daily life at Staindrop. Visitors frequently comment on the warmth and orderliness of our school environment, which reflects the respectful relationships and high expectations we hold. Our pupils are exceptional ambassadors, demonstrating what can be achieved through hard work, kindness and a positive attitude. We aim for every child to grow into a confident, responsible and considerate individual who makes a lasting contribution within and beyond school life.

Our commitment to excellence extends to our staff. We are proud to be:

- **National Award Winners for Staff Development**, recognising our sector-leading approach to professional learning and growth.
- **Regional Award Winners for Staff Choice**, reflecting the strong sense of belonging and satisfaction among our team.
- **Bronze Holders of the Better Health at Work Award**, demonstrating our dedication to staff wellbeing and work-life balance.

We believe that great schools are built on great people. Whether you are an experienced educator or just starting your career, you will find Staindrop Academy to be a place where your voice is heard, your development is prioritised, and your contribution is celebrated. Our CPD programme, both in school, across the Advanced Learning Partnership and alongside external providers, is designed to support continuous improvement and professional excellence.

We also value our partnerships with parents and carers, working closely with families to nurture each child's aspirations, learning and achievement. Together, we create a community where everyone feels supported and inspired.

If you share our values and ambition, we warmly invite you to consider joining us on our journey.

Mrs S. Mitchinson
Headteacher

Why work for **Advance Learning Partnership**

Advance Learning Partnership (ALP) is a child-centred, forward-thinking organisation where people truly matter. If you're looking for a role in a workplace that values collaboration, innovation, and professional growth, ALP offers the perfect opportunity to thrive.

A Culture of Excellence and Collaboration

- Our ethos, *'Your child is our child,'* underpins everything we do. We're proud to provide an environment where every decision prioritises the success of our children and the wellbeing of our team.
- As a **Times 100 Best Places to Work 2024** and **Investors in People Platinum Employer**, we are committed to creating a supportive and inclusive workplace. We were proud to be named **Medium Employer of the Year 2024** by Investors in People, highlighting our dedication to our employees.

Exceptional Benefits

- Pension Scheme with Generous Employer Contributions
- Flexible and Hybrid Working Opportunities
- Generous Annual Leave Entitlement
- Family-Friendly Policies

Wellbeing First

- Employee Assistance Programme including counselling and financial wellbeing advice.
- Health and Wellbeing Support including benefits like mental health support, physiotherapy, free flu jabs, and 24/7 GP services.
- Occupational Health Services ensuring you're looked after both physically and mentally.

Investing in Your Development

- Professional Growth: We're passionate about helping our staff develop. From bespoke CPD programmes to leadership pathways, we'll support you to achieve your career goals.
- Leadership Opportunities: Whether you're just starting out or ready to take the next step, we offer leadership development programmes to help you succeed.

Added Benefits

- Discount Schemes: Enjoy savings on shopping, travel and entertainment.
- Salary Sacrifice Options which include our electric car and cycle-to-work schemes.

Why Now?

This is an exciting time to join ALP. We are a growing organisation with a clear vision for the future, and our commitment to excellence means you'll be working in a dynamic, inclusive and forward-thinking environment.

At ALP, your contribution will make a real difference—not only to the lives of our children but also to your own personal and professional growth.

Join us and be part of something truly special.

The **Role**

The Exam Invigilation team here at Staindrop Academy comprises of enthusiastic, dedicated professionals from a variety of backgrounds and with varying invigilation experience led by the Examinations Officer with support from an Assistant Headteacher.

We are seeking diligent and observant individuals to join our team as Exam Invigilators to help support our students during external and internal exams.

Examination periods/seasons take place at various dates throughout the year, but mainly January, May and June each year. The dates and timings of the exams and seasons are set by Exam boards for external exams and our Trust for internal exams.

A big benefit of becoming an Exam Invigilator is the flexibility as the hours you choose to invigilate are totally variable within an exam season and controlled by you, so can fit this role around other existing commitments where practicable.

As an Exam Invigilator, you will be responsible for helping to set up the exams by distributing exam materials, monitoring students throughout an exam and overseeing test conditions, and ensuring a secure testing environment is always maintained by adhering to the Joint Council for Qualifications (JCQ) guidelines.

There will be a requirement to attend annual training and complete online assessments confirming your knowledge and understanding of the latest JCQ guidelines together with our own school exam policies and procedures.

The **Person**

- Will be detail oriented.
- Be able to act on their own initiative and as part of a team.
- Able to handle stressful situations calmly.
- Possess strong communication skills.
- Demonstrate accuracy and attention to detail.
- Maintain a professional and non-distracting presence during exams.
- Accurately distribute test papers and materials to examinees before the start of exams.
- Monitor examinees to prevent any irregulates or cheating.
- Respond discreetly with additional materials as needed.
- Ensure all exam scripts are collected and accounted for at the end of each session.
- Safely transport exam materials to designated drop-off points.

Job **Description**

JOB TITLE	Exam Invigilator
CONTRACT TYPE	Casual
ACCOUNTABLE TO	Exams Officer / Senior Leadership Team
GRADE	Grade 1 SCP 3
SALARY	£13.28 per hour
REQUIRED	January 2027

RESPONSIBILITIES OF ALL POST HOLDERS

ETHOS

Employees are expected to support and contribute to the school ethos.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedure and tasks but sets the main expectations of the school in relation to the post holder's professional responsibilities and duties.

The Trust is committed to safeguarding and promoting the welfare of children and expects all employees and volunteers to share this commitment. This post is subject to signing our ICT Employee User Policy and having a satisfactory Enhanced DBS Certificate.

GENERAL EXPECTATIONS

Employees will:

- Contribute effectively to the work of the school and to the achievement of the 'School Improvement Priorities'.
- Play a full part in the life of the school community, to support our distinctive aims and ethos, to encourage employees and pupils to follow this example.
- Follow school policy regarding care, support and supervision of pupils.
- Attend training and development activities and courses, ensuring continuing, personal and professional development.
- Contribute to a welcoming school culture by promoting mutual respect for all.
- Comply with any reasonable request from a leader to undertake work of a similar level that is not specified in this job description.
- Work as a team member.
- Act as a role model to pupils in speech, dress, behaviour and attitude.
- Have common duties in the areas of: Quality Assurance, Communication, Professional Practice, Health & Safety, and General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction.

RESPONSIBILITIES FOR ALL SUPPORT STAFF EMPLOYEES

Support Staff will:

- Maintain personal expertise, to be a role model and promote high expectations for all members of the school community through your role within the structure.
- Model the values, ethos and vision of the Trust.
- Contribute to the overall ethos, work and aims of the Trust.
- Maintain at all times the utmost confidentiality with regard to all records, personal data relating to staff, pupils and other information of a sensitive or confidential nature.
- Attend relevant meetings as required.
- Be aware of and comply with policies and procedures relating to safeguarding, child protection, confidentiality and data protection, reporting all concerns to an appropriate person.
- Show a duty of care to pupils and staff and take appropriate action to comply with health and safety requirements at all times.
- Be aware of, and support, difference and ensure that all pupils have access to opportunities to learn and develop.
- Maintain good relationships with colleagues and work together as a team.
- Appreciate and support the role of other professionals.
- Attend any training courses relevant to the post, ensuring continuing, personal and professional development.
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.

SPECIAL CONDITIONS OF THIS POST

Support Staff will:

- Be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the duties.
- Be expected to contribute to the protection of children and vulnerable adults, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- Carry out duties with full regard to the Trust's Equal Opportunities and Dignity at Work Policy.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed.

SPECIFIC RESPONSIBILITIES OF THIS POST

- To provide an efficient and effective invigilation support service to the school examination section and ensure the integrity of its examinations.
- To assist with the preparation of the examination room, ensuring awarding body requirements are met.
- To Supervise students.
- To support students i.e. reader / scribe.
- To assist with the security of examination papers / scripts, equipment and stationery.
- To assist with the receiving and seating of students at the start of exams.
- To assist with the collection of scripts and examination stationary at the end of the exam.
- To know how to deal with emergencies in examination conditions, including evacuation routes from the building.
- To be aware of the responsibilities for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.

The above list of duties and responsibilities are not an exhaustive definition of all tasks associated with the post.

Person **Specification**

		Essential	Desirable
APPLICATION	A letter of application indicating interests and strengths in the role.	*	
	Application Form	*	
	Fully supported in references.	*	
QUALIFICATIONS AND PROFESSIONAL DEVELOPMENT	Good numeracy and literacy skills.	*	
EXPERIENCE	Knowledge and understanding of Safeguarding and the welfare of children and young persons you are responsible for or come into contact with.		*
	Experience of working in a school or similar establishment.		*
QUALITIES & VALUES	Work accurately whilst still meeting deadlines.	*	
	Effective oral/written communication skills.	*	
PERSONAL ATTRIBUTES	Ability to work under pressure and retain a sense of humour.	*	
	Ability to work as team member to achieve common goals.	*	
	Initiative, energy and perseverance.	*	
	Reliability in achieving the job description.	*	
	Good time keeping.	*	
	Discrete and able to maintain the confidentiality of information.	*	
	Flexible approach to work.	*	

Assessment against the criteria above will be through the application form, letter of application, work related assessments, interview process and references.

Application **Guidance**

Please return a completed application form in full ensuring you have provided accurate information, including the names, addresses and relevant contact details of two referees together with your letter of application.

The letter of application should be no more than two sides of A4 and should set out the particular strengths that you would bring to the post and how you feel you meet the criteria outlined in the job description and person specification. Applications received after the closing date/time will not be considered.

Please ensure you also complete and return the required DCCR form. Completed applications must be received by the school by **9am, Friday 4th December 2026 addressed to:**

Staindrop Academy
Cleatlam Lane
Staindrop
Darlington
DL2 3JU

or by e-mail to the school reception, **reception@staindropschool.com**

AFTER SUBMITTING YOUR APPLICATION

If you have not heard from us within 4 weeks please assume that you have been unsuccessful on this occasion.

Shortlisted Candidate **Guidance**

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

Advance Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all employees 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.

DIGITAL CHECKS

Online searches may be conducted as part of the Trust's due diligence checks. Section 311. KCSIE 2026.

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.

As a disability confident employer, we are committed to employing disabled people and people with health conditions making reasonable adjustments to support disabled applicants when required.