

# EXAM INVIGILATOR RECRUITMENT PACK

*17<sup>th</sup> October 2025*



# Meet our Head of School



*Mrs Sally  
Wilmot*

**Head of School**

Thank you for exploring this opportunity to join our school. We are excited to receive your application.

We are an inclusive, progressive community of just under 100 teachers and 50 associate staff, working together towards our vision – **Achievement through caring**, at the heart of every decision we make for the 1400 students in our care – from Year 7 to Year 13.

The Marches is a strong true comprehensive school with a vibrant Sixth Form– serving the market town of Oswestry in idyllic rural Shropshire.

The opportunity to make a difference with both the topflight high achievers, off to some of the best universities, as well as students who face many

"School leaders take staff workload and wellbeing very seriously. Staff feel valued and they are proud to work at this school."

**Ofsted, Sept 2023**

barriers to success and need our intensive support and care, is waiting for you if you are ready for the challenge.

Learning radiates well beyond the classrooms, with a vast array of extra-curricular activities, trips and educational visits to get involved in.

Facilities at the school are exceptional, providing students with access to state-of-the-art IT equipment, extensive sports facilities and fully equipped classrooms.

We know our school is a special place, our staff wellbeing survey tells us they love working here because of the relationships between staff, departments and students and we would love to meet you so you can see this in practice.

# Job description



**POST TITLE:** Examination Invigilator



**GRADE:** £12.65 P/H



**HOURS OF WORK:**

8am – 4pm on an ad hoc basis during exam periods from October to July each year.



Length of sessions may vary and it may be necessary to work out of normal hours.



**POST STATUS:** Casual –as and when required. Working patterns to be notified at least 2 weeks in advance.

## We offer our staff

- An 'Outstanding' curriculum and learning experience for our young people.
- Excellent professional learning and support at every stage in your career, with opportunity for continued personal development through our Talent Pathway Career development opportunities including funded NPQ and other qualifications.
- An enthusiastic and supportive team of staff, parents and governors
- A core belief in staff wellbeing and work life balance for all, evidenced in policy and practice and noted by Ofsted.
- Year-round free access to our fitness suite.
- Benefits including funded counselling, physiotherapy and GP and other medical support.
- Collaboration days in additional to PD days – to focus on developments within the working week.
- A laptop for every teacher for work and personal use.
- Spacious Sixth Form Facilities and excellent outcomes.

## Purpose

To ensure quality first teaching gives every child the skills to achieve in a caring environment.

## Why this role above others?

We know this school is a special place, our staff wellbeing survey tells us staff love working here because of the relationships between staff, departments and students and we would love to meet you so you can see this in practice.

If you wish to book an appointment for a visit to the school or if you have any queries, please email our Exams Officer, Lorna Gillham, at: [Lorna.gillham@mar.mmat.co.uk](mailto:Lorna.gillham@mar.mmat.co.uk)

### **Responsible to:**

- Exams Officer.

### **Outline of role:**

- To provide support with the examination process.

### **Main duties:**

- Assist with the setting up of examinations, laying out equipment and papers in accordance with strict procedures
- support candidates before and during the examination process, advise them of procedures, make them aware of seating plans, help with special arrangements.
- ensure that exams are conducted within JCQ guidelines (guidance documents and training to be provided)
- deal with candidate queries and examination irregularities
- take accurate attendance registers
- collect and collate completed examination papers
- monitor the return of any examination equipment
- to open and close examinations, reading from a pre-set script
- ensure examination integrity is maintained, preventing malpractice or administrative errors.

## Developing self and leading others:

- Take responsibility for own professional development including maintaining an up-to-date knowledge of developments and related legislation including engaging fully in performance management of self and other staff (if applicable)
- Contribute to effective staff induction and professional development
- Manage own workload, providing support where necessary and delegating where appropriate to ensure that professional duties are fulfilled, as identified

## Community responsibilities:

- Effective dialogue with parents in accordance with school policies.
- Attend and support community events as required.

## In addition to the above all Marches Academy Trust staff are required to:




- Adhere to policies and procedures, including Equality and Diversity and Health and Safety.
- Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons.
- Undertake appropriate training and development as required.
- Participate in the Performance Review Cycle.
- Demonstrate excellent Customer Care in dealing with all customers.
- Ensure positive effective working relationships with the school teams, stakeholders and partners.



## Objectives and outcomes:

- To be agreed with the successful post-holder once appointed.
- The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.
- The post holder may have opportunities to work in or support development of other schools within The Marches Academy Trust.

# Person specification

	 <b>Essential</b>	 <b>Desirable</b>
 <b>Qualifications and training</b>		<ul style="list-style-type: none"> <li>• 5 GCSE's or equivalent, including English and Maths</li> <li>• First Aid qualification (or be prepared to work towards)</li> </ul>
 <b>Experience &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills</li> <li>• Willingness to participate in training and development opportunities</li> <li>• Ability to maintain confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in an educational setting or other relevant environment</li> </ul>
 <b>Other</b>	<ul style="list-style-type: none"> <li>• Good communication skills</li> <li>• Calm and caring nature</li> <li>• Ability to relate well to children and adults</li> <li>• Ability to work well as part of a team</li> <li>• Flexibility and reliability</li> <li>• Ability to work under pressure</li> <li>• General understanding of the examination process</li> </ul>	



# Person specification

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviour, and
- Attitudes to use of authority and maintaining discipline



# Welcome from the CEO



**This is a high achieving Trust that is imaginative and creative in its approach to teaching and learning and is keen to look for continued sustained improvement.**

Our vision 'Achievement through Caring' is central to all that we do at The Marches Academy Trust. Our schools are, innovative and striving to ensure that young people make the very most of their learning adventure and are equipped with the skills required to prosper in the modern world.

We are immensely proud of the Alliance of Leading Learning who provide a wide range of professional development opportunities across our Trust, nationally and internationally.

*Sarah Finch*

**CEO**

The Marches Academy Trust

## **Our family of schools currently includes:**

- The Marches School and Sixth Form in Oswestry
- Sir John Talbot's School and Sixth Form in Whitchurch
- Tilstock CE Primary School and Nursery in Whitchurch
- The Grove School and Sixth Form in Market Drayton
- Lower Heath CE Primary School and Nursery in Lower Heath
- Shrewsbury Academy in Shrewsbury
- Longlands Primary School and Nursery in Market Drayton
- Grange Primary School and Nursery in Shrewsbury
- Oakmeadow CE Primary School and Nursery in Shrewsbury
- Woodlands School in Wem
- Idsall School and Sixth Form in Shifnal



# Meet our Chair of Trustees



Alex Fry

Chair of Trustees

Thank you for your interest in this role.

The Trust is looking to appoint an individual to build on our Trust's current strengths and achievements.

As a thriving Trust serving over 6,000 students and their families in Shropshire, this a pivotal role in driving continuous improvement across our schools and will contribute to our vision of 'achievement through caring'.

Collaborative working with other schools in our Trust offers many benefits for students and staff; sharing best practice in teaching and learning, curriculum collaboration, extracurricular opportunities, staff development, finance and human resources, legal services, school improvement structures and governance arrangements.

We hope that the opportunity to shape the work of our schools and their staff to harness their professional expertise, with the goal of securing excellent outcomes, is one you would relish.

The prospect of this role goes beyond the immediate job description. The successful candidate will influence and help shape the strategy of the Trust,

have the opportunity to support our ITT provision, support leadership development and career paths as well as drive efficiencies across our schools.

For the right individual, this is an exceptional opportunity. The right candidate will have no better chance of working with wonderful students, super staff and shaping our Trust into the future.

# Who we are



## Welcome to the Marches Academy Trust!

We are a multi-academy sponsor based in Shropshire, currently comprising five secondary schools, five primary schools and one special school.

Across our Trust we have a wealth of experience to inspire and motivate children, young people and staff to be the very best they can.

Achievement Through Caring drives our Trust, and our values are shared throughout our family of schools; we work together on embedding them in everything we do.

Our Trust prides itself on delivering high quality education and connecting with our children and young people to inspire and enthuse them to learn, achieve and to be happy.

Check out our Marches school video and explore our website for more - [here](https://marchesschool.co.uk/school-life/job-vacancies/)

### Interested? Here's how to apply:

<https://marchesschool.co.uk/school-life/job-vacancies/>

### The closing date for applications is:

Monday 24<sup>th</sup> November 2025 at 8am.

### Interviews will be held:

from Monday 1st December 2025.

The Trust is committed to safeguarding and promoting the welfare of the children in our care and expect all staff to share this commitment.

A core belief in  
staff wellbeing  
and work life  
balance  
evidenced in  
policy and  
practice

# Our Trust Vision Statement and Values



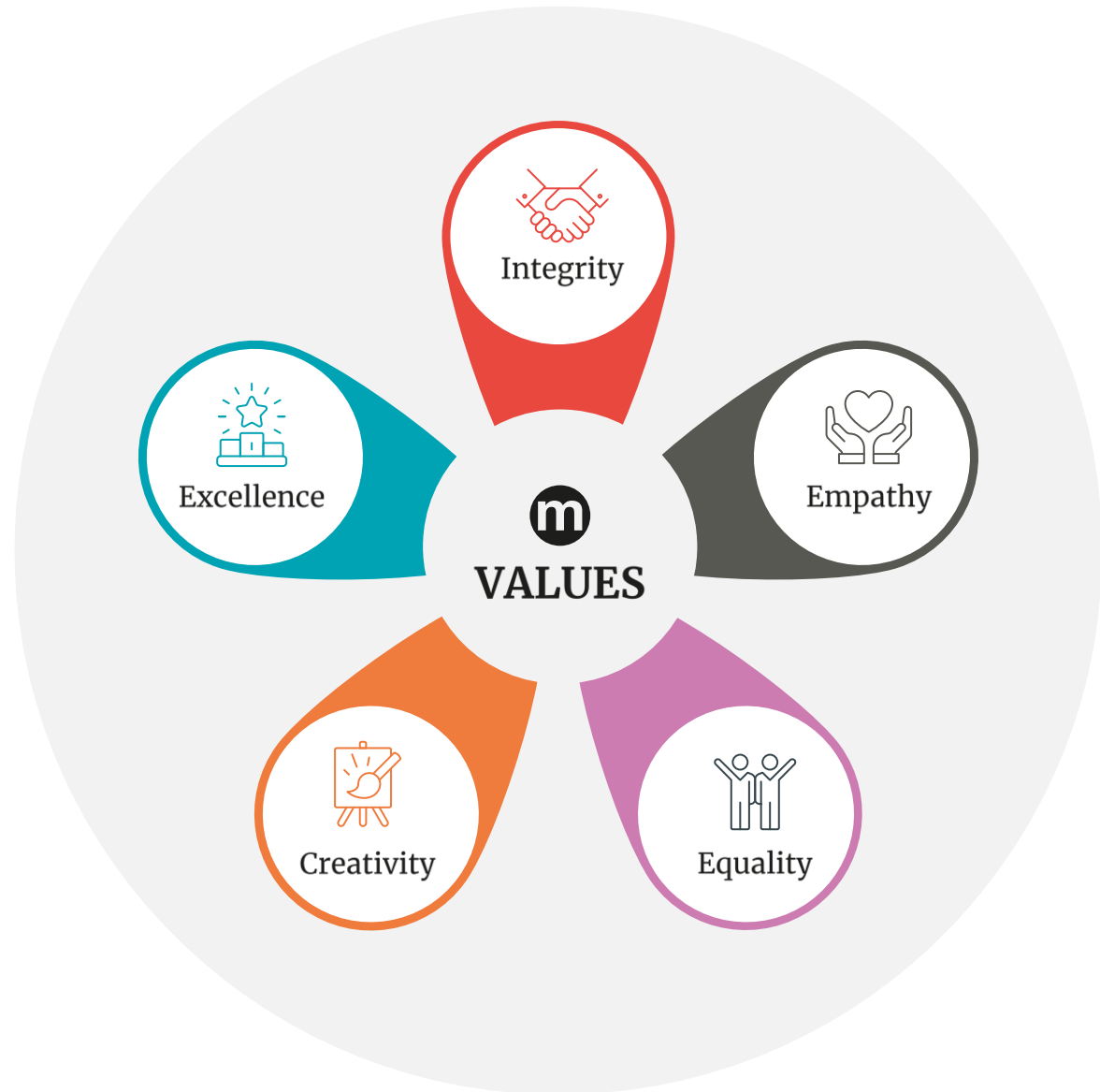
## Our Vision

Achievement through caring



## Mission Statement

As a Trust, it's our mission to empower everyone in our Trust and our communities to live and breathe our values and Achievement Through Caring, to reach their full potential.



# Our investment in you

## Talent Spotting our Future Leaders

Our Talent Pathway supports the professional development of staff within the trust. We identify leadership talent and leadership needs for future succession planning – ensuring relevant and practical leadership development opportunities for staff.

Our talent management programme and our Career Development Pathways provide a framework for the discussion of your leadership journey and the professional learning you can access along the way.

## Talent Contract

The Talent contract is a promise; a covenant between yourself and the trust that the Trust will do its' very best to support and develop you professionally. The Contract describes a variety of Professional development opportunities and encourages you to identify and pursue your training needs.

## Apprenticeships

At the Trust, we believe in 'growing our own'. We are fully committed to supporting our staff to develop to reach their full potential. We have several staff currently undertaking apprenticeships in a range of areas. If this is something that appeals to you, please speak to us about the opportunities available.

We believe successful creative lifelong learners participate in a journey of self-discovery. They know how to learn, acquire skills and feel safe to take risks with confidence and courage.





# Our investment in you

We really care about employee wellbeing and our commitment is set out in our Wellbeing Policy and Charter. This commitment is underpinned by our four pillars of wellbeing;

## Emotional

Some examples include a robust induction programme, Trust newsletter, professional performance reviews (appraisal) and line manager check-in meeting. We have clear policies and procedures relating to all aspects of your employment and we carry out an annual well-being survey to gauge the health of our staff.

## Physical

We are blessed that our schools are located in beautiful Shropshire market towns and /or rural locations. We can offer discounted local gyms and onsite facilities in our secondary schools.

## Financial

We offer membership to two great pension schemes; Local government pension scheme and Teachers' pension scheme. Our terms and conditions are aligned to Burgundy Book & School Teachers Pay & Conditions Document (teachers) and NJC Green Book (associate staff). We also recognise continuous service for sickness, maternity and annual leave entitlements for those transferring under the Redundancy payments (local government) Modification Order (RPMO).

## Social

Encouragement of great working relationships and sense of belonging through team building events, PD days, end of term events and Trust Awards evening.

## Wellbeing Offer

We are delighted that our wellbeing offer includes access to a free confidential medical and wellbeing service with School's Advisory Service (SAS) for all staff. Services available include counselling, bereavement counselling, physiotherapy, menopause support and stress awareness sessions. We encourage staff to utilize SAS in seeking out preventative and early intervention by making support easily accessible for all!

Generous  
non-  
contact  
time for  
staff



We are a school led inclusive partnership representing all phases and school contexts nationally and internationally. Our core team at The Marches Academy Trust have trained over 400 ITT and over 150 School Direct students; we have also led the professional learning of over 5,000 educational leaders and governors.

We deliver the DfE National Professional Qualifications, and we actively encourage our staff to complete an NPQ programme at their earliest opportunity.

We also talent spot, from within our Trust team, colleagues who want to share their expertise and enhance their experiences by becoming an Improvement Consultant.

Supporting schools, departments and individuals across the Trust and also external schools.

Embracing all our work is the unique Professional Learning Conference we host each year which continues to inspire school colleagues nationally.

In joining The Marches Academy Trust you have direct access to an outward facing large group of outstanding schools across the West Midlands and beyond.

Quite simply we want to ensure the right expertise exists to enhance a self-improving system and impact learners, leaders and schools to drive continuous improvement.

You will be part of this success story as a member of our team; and on starting your new post you will also be starting your learning journey - with all the benefits of being part of a large and successful Trust with exemplary partnerships nationally and internationally.



We hold true to delivering current, inspirational training that has real impact back in the workplace. Most importantly our participants confirm in countless testimonials that we invest in their leadership journey.

Cavelle Priestley-Bird, Executive Director of People and Development)



# Bits you need to know

The Marches Academy Trust values each person equally. We are committed to building a diverse team and embedding a welcoming, inclusive culture that encourages diversity and authenticity. We believe this will encourage creative ways of thinking – ensuring we collaborate more effectively and achieve better outcomes. We welcome applicants from all qualified candidates who share this commitment.

Everyone within our Academy Trust shares the objective to help keep children and young people safe by contributing to:

Providing a safe environment for children and young people to learn in an education setting and identifying those who are suffering or likely to suffer significant harm, taking appropriate action with the aim of ensuring they are kept safe both at home and within the education setting and we expect all staff to share this commitment. Shortlisted applicants will be asked to declare any criminal convictions and will be subject to online checks. The successful applicant will be subject to an enhanced DBS check.

“This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an Enhanced Disclosure from the Criminal Records Bureau before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once provisionally appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at predetermined intervals during the course of their employment whilst in this post.”



marches school 

part of the Marches Academy Trust

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