
LAAT
WILLIAM LOVELL
CHURCH OF ENGLAND ACADEMY
Excellence Growth Responsibility
This is our William Lovell Legacy
MAKE A DIFFERENCE

Welcome from the CEO of The Trust – LAAT
Be a part of something bigger...

Dear Candidate

What if every child was unique with **intrinsic value**? What if every member of staff was unique with intrinsic value? What if every school was **unique** with intrinsic value? At LAAT we believe that they are.

We're a **Church of England** trust so we call it being made in the image of God. But you don't have to. You just need to be able to look at our children and young people – however deprived or privileged, however difficult or compliant, whatever their background, or ability, or culture, or gender – and know that what you do, how you teach them, what you give to them, how you relate to them can **transform** their lives. And then you must have the energy, and passion, and drive, to give them your best.

We don't ask you to do this alone. We'll provide you with the **support** of a MAT who believes that you too are unique and **valuable** – valuable for who you really are.

So, is now the time to think hard about what you want and to look at what Greater Lincolnshire and Lincoln Anglican Academy Trust can offer you? A chance to grow your career, **professional support** and the opportunity to transform lives.

Within fabulous **Greater Lincolnshire** with its beautiful beaches, woods, Wolds, fields and fens its 2-university city and its access to new and growing technologies. Its **reasonable priced houses** and home to the Red Arrows.

Is now the time to find out more about us and to join our **community** of **Excellence, Exploration and Encouragement?** To change lives with us, for the better .

Jackie Waters-Dewhurst
Chief Executive Officer



THE LAAT VALUES

These are not values we aspire to, they are the words that members of our tribe have used to describe our Trust. They are our DNA. They inform every action and decision we take. To our staff they are the standards by which we operate, to our leaders they are our code of conduct.



Exam Invigilator

Excellence Growth Responsibility
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SALARY

Grade 4 points 9 – 12

£13.92 - £14.59 per hour

HOURS

Casual (as and when required during term time)

START DATE

As soon as possible

LOCATION

William Lovell Church of England Academy

APPLICATION DEADLINE

Tuesday 17th November 2026 (midday)

INTERVIEWS

Wednesday 25th November 2026 (details to be confirmed)

Please go to My Trust Careers to apply











William Lovell Church of England Academy

Everyone has the potential to flourish. Rooted in our Christian foundation, we are an inclusive school that nurtures academically, morally, and spiritually. We commit to offering rich opportunities that prepare our students for life's journey.

We pursue excellence by planting seeds of curiosity, inspiring a love of learning, and cultivating high expectations through challenge and support.

We nourish strong roots of resilience, encouraging responsibility and empowering everyone to grow, confident and ready to make positive differences to society.

The light in our community helps us to grow, responsibility is the compass that guides us, and excellence is the path we walk to reach a brighter future.

This is our William Lovell Legacy.

William Lovell Church of England Academy Values

· Responsibility
· Excellence
· Growth

"The smallest of all seeds, when it has grown, is the greatest of shrubs and becomes a tree, so that the birds of the air come and make nests in its branches."

Matthew 13:32

The LAAT Trust promotes diversity and wants a workforce which reflects Christian Values. Applications are welcome from all, irrespective of gender, sexuality, race, religion, marital status, age, or disability.

Job Description

Core Purpose

Working as part of the exams team, the Exam Invigilator will assist to carry out a range of duties to ensure the smooth running of all internal and external exams and the security of exam papers.

Key Tasks and Responsibilities

To prepare and assist the Exams Officer with preparation of the exam rooms, ensuring rooms meet JCQ examination requirements.

To ensure that candidates are aware that they are under exam conditions, retrieve mobile phones, watches, and other electronic devices.

Assist with candidate entry into the room, set the tone and ensure students enter quietly and efficiently.

Ensure that candidates are briefed, seated and allowed to partake in the exam with minimum disruption.

To open and distribute exam papers following authorisation from the Exams Officer as well as other authorised materials to candidates.

Ensure all candidates have the correct paper.

Read out erratum notices when necessary.

Assist with access arrangements when necessary.

Notify candidates of start times, finish times, and duration times of the exams.

Be vigilant at all times during the exam.

Ensure the attendance register and logs are completed for each exam.

Collect all scripts and associated materials at the end of each exam, ensure that there are no missing scripts and collate as per JCQ guidance.

Supervise candidates in a quiet and unobtrusive manner, respond to candidate queries in accordance with exam regulations and distribute additional paper/equipment as required.

Record and notify the Lead Invigilator/Exams Officer of academic offences in line with examinations policy/JCQ regulations.

Supervise candidates when required as per JCQ guidance to ensure they return to class or required location.

Check registers against scripts in attendance register order.

Ensure scripts are not left unattended and are safely delivered to the Exams Officer.

Arrive on time for the requested session

To undertake any other duties commensurate with the post, as deemed necessary by the Exams Officer.

Other

The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

The postholder is required to carry out the duties in accordance with LAAT Equal Opportunities policies.
Ensure all candidates have the correct paper.

The postholder is required to carry out the duties in accordance with the LAAT Health and Safety policies and procedures.

All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Academies' Safeguarding Policy. In addition, employees working with children have a responsibility to safeguard and promote the welfare of during the course of their work.

Applications are welcome from all, irrespective of gender, sexuality and promotes diversity and wants a workforce which reflects Christian Values, race, religion, marital status, age, or disability.

LAAT

Person Specification

Selection decisions will be based on the criteria outlined below. At each stage of the process an assessment will be made by the appointment panel to determine the extent to which the criteria have been met. When completing your application paperwork, you should ensure that you address each of the selection criteria and provide supporting evidence of how you meet the criteria through reference to your work or relevant experience.

Training/Qualifications/Experience	Essential	Desirable
Experience of working in a school		*
3 GCSE'S or equivalent including English and Maths	*	

Professional knowledge and understanding

Experience of working within a team	*	
Recognises the importance of maintaining accurate records	*	
Experience of working in a similar post.		*

Safeguarding Children

Current Safeguarding Training		*
Enhanced DBS Clearance	*	
Awareness of the importance of safeguarding and promoting the welfare of children	*	
A commitment to maintaining up to date knowledge of child protection legislation and guidance	*	

Approach to work – candidates should:

Ability to work under pressure and remain calm in difficult situations	*	
Able to prioritise and escalate where required	*	

LAAT

Personal and Professional Skills and Attributes

Excellent communication skills, both verbal and written	*	
Ability to use discretion and understand the importance of confidentiality	*	
Willingness to support the Academy Behaviour Management Policy and to refer to Lead Invigilator/Exams Officer as appropriate	*	
Awareness of and commitment to ensuring Health and Safety standards are maintained at all time	*	
Willing to undertake training as required to fulfil the requirements of the role and professional development	*	
Ability to recognise and maintain personal boundaries with children & and young people	*	
Understanding of and commitment to safeguarding and promoting the welfare of young people	*	
Ability to work with a minimum of supervision and within a team	*	
Willingness to undertake additional training	*	
Has high standards and demonstrates them through high quality work.	*	
Demonstrates a strong work ethic and excellent organisational skills.	*	
Act in a professional and confidential manner at all	*	

Behaviour Competencies – Candidates should:

Be respectful and able to act with tact and diplomacy	*	
Be empathetic and demonstrate an awareness of the differing needs of colleagues and pupils	*	

Other

Be a positive role model	*	

LAAT

What our Colleagues say about us…







‘I have never been happier in a job than I am in this one. I feel extremely well supported by the Trust and colleagues in school and know that this school has been able to make rapid improvements in part due to the support we have had from Trust colleagues’

“SLT are caring and understand us as humans that have issues out of school. We are treated fairly and as part of a family’ ‘The Christian values of our school are lived out by stakeholders’ ‘As much is done as possible to support mental health and work / life balance”

‘Just think we are flippin' awesome! We have passionate and dedicated teams and enable staff and children to flourish. I love my role and I am proud to be a part of this Trust. I wouldn't want to work anywhere else’

‘Good working relationships, easy to talk to senior staff at school and trust level, supportive culture, wealth of knowledge and experience within the trust’ ‘Our links to our community, the children and parents. The support from the trust with curriculum’

‘I like being part of a Christian school. I like how daily worship is valued. I appreciate the staff team in the school I work in. I appreciate the health care package and online health support’

‘The sense of shared purpose to make changes for children to improve their life chances’

Benefits of working in our Trust

We see you and believe that you deserve the very best

We firmly believe that, to ensure the best outcomes for our pupils, we must ensure the best support and career development for our colleagues.

We provide opportunities from initial teaching training to supporting Headteachers who wish to take on Executive Headship, Specialist Advisor roles or supporting wider Trust work.

All colleagues benefit from bespoke learning journeys to ensure that we are not only compliant with our statutory responsibilities, but so that our colleagues can be confident in fulfilling all aspects of their role to the highest standard.

Our focus on **Growth and Development** rather than 'performance management', ensures that all colleagues are empowered to do their job to the highest standard and cements our commitment to the continuous support and development of our colleagues, enhancing their skills and knowledge.

LAAT has signed the **Department for Education's (DfE) Education Staff Wellbeing**, joining schools and trusts across the country in making well-being the heart of education, reaffirming Commitment to a Culture of Care.

All colleagues have access to;

- Over 70 online courses to support development
- 24 hour confidential helpline covering legal, financial and health and wellbeing guidance
- Free of charge counselling sessions
- Virtual GP - Accessible by smart phone, or computer with same day appointments
- Local Government Pension or Teachers Pension Scheme
- Competitive annual leave entitlements for support staff colleagues
- Favourable T&Cs for all colleagues to include enhanced HR policies for all colleagues
- Opportunities for PPA at home for most teaching roles
- Internal and external CPD and Networks for all colleagues
- Employee benefits from Specsavers and Halfords – cycle to work scheme
- Free flu vaccination voucher



Our commitment to you

We believe that our all Schools are fantastic places to work. Our commitment to you is important, throughout the recruitment process and beyond. Our culture is one of development, equality, and consistency. We aim to demonstrate this through the below:

Transparency – we will treat you with respect, honesty, and fairness.

Protecting your privacy – we will ensure your information is secure and handled sensitively and in line with our Privacy Policy for prospective staff.

Showcasing talent – we'll provide a good opportunity for you to share your skills, experience, and potential.

Feedback – we will provide constructive feedback professionally.

Listening – we welcome feedback.

We hope to ensure that you have a positive experience throughout the recruitment process by:

- Providing you with clear, accurate and timely information.
- Giving you the opportunity to ask questions – and providing you with answers.
- Following a fair assessment process.

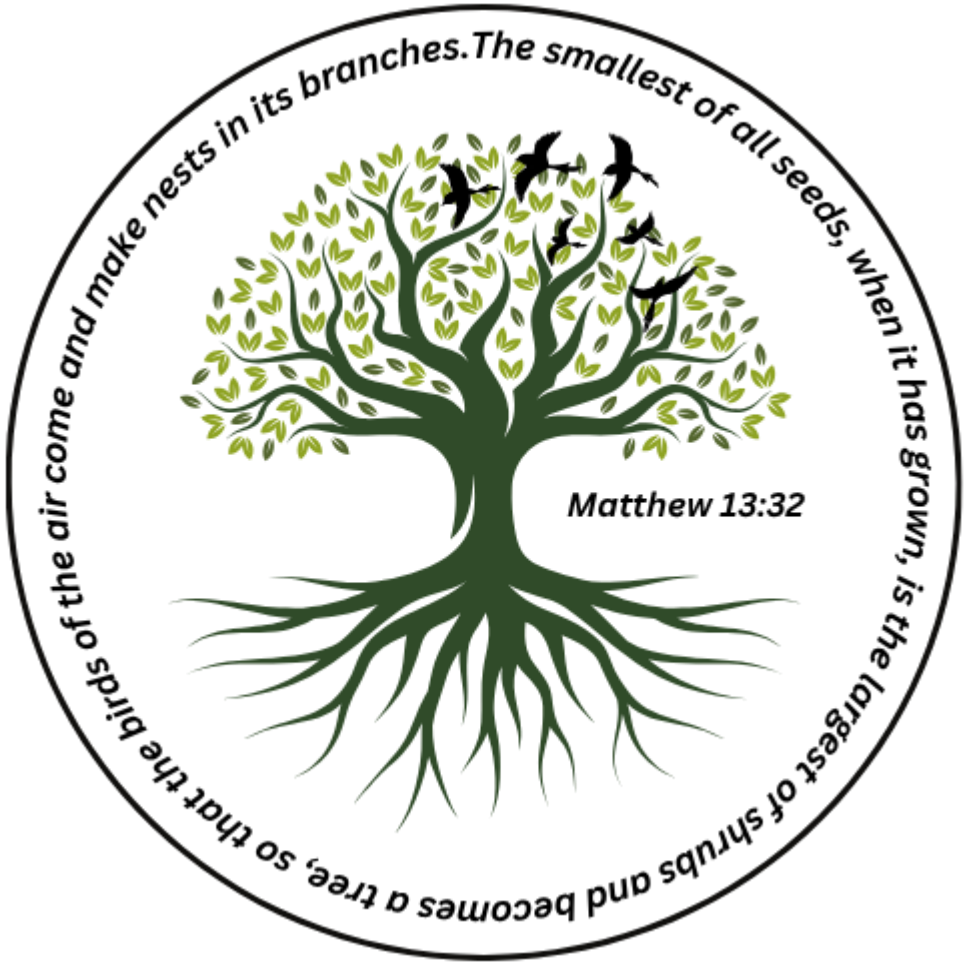
Please see link to our privacy notice for prospective candidates:

Opportunities - LAAT (thelaat.co.uk)

To apply, register interest or get live updates of all our current vacancies please visit

My Trust Careers and create an account.

In line with Keeping Children Safe in Education, please be advised that if shortlisted, we will carry out internet searches to support our commitment to safer recruitment. Please note that the purpose of this is to identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with applicants at interview. Internet searches will be carried out by someone who is not directly involved in the recruitment process and only relevant information will be shared with the interview panel.





Where to find us

William Lovell Church of England Academy, Main Road, Stickney, Lincolnshire, PE22 8AA

Telephone: 01205 480352

Email: enquiries@williamlovell.laat.co.uk

Please contact us if you would like an informal discussion or to arrange a visit the school.

We look forward to hearing from you.