

The King Edward VI School Exam Invigilator

Recruitment Pack



The Cheviot Learning Trust

Cheviot Learning Trust was created in 2023 from a merger of Tyne Community Learning Trust and Three Rivers Learning Trust. The new Trust will enable our high quality staff from across all of our schools to cooperate through professional and innovative networks that develop the educational excellence all of our students deserve. We educate over 5500 students across 18 schools between the ages of 2 and 19 and employ over 750 staff. We are a charity supported by over 150 governance volunteers who hold us to account in their role as critical friends. We are proud Northumbrians; more than happy to welcome schools to join us from inside or outside Northumberland. All of the schools have a long and proud history of

providing an excellent education service to their local populations. We are seen locally as a centre of educational excellence and were selected to be the Teaching School Hub for Newcastle, Northumberland & North Tyneside. We recognise the mutual benefits to our Learning Trust through reciprocal staff development opportunities, training events, and the generation of new ways of working through system leadership. Through our teaching, we aim to equip children with the skills, knowledge and understanding necessary to be able to make informed choices about the important things in their lives. We believe that appropriate teaching and learning experiences help children to lead happy and rewarding lives.

The Cheviot Learning Trust mission

Our core purpose is to advance education for the public benefit. We believe that each school in the Trust family has unique qualities to share and unique challenges to be resolved. Deep collaboration is a key Trust expectation that helps us to deliver significant benefits for the students, the staff and the schools that form the Trust. Each school is stronger in the Trust family; delivering a better education for the public good than if they were outside the Trust.

Our vision

Our purpose is to deliver excellent education for the benefit of all and our mission is to develop all our young people to have the opportunity to succeed.

Our values

Everything we do is based around the values that we hold dear:

- **Innovation:** We're here to shape the future, which is why we all have a responsibility to be thinking about the big issues of tomorrow.
- **Cooperation:** We nurture the relationships that we've built over many years and we know by working together we can achieve more than we can alone.
- **Respect:** We take the time to understand and make decisions and have due regard for the feelings, wishes and rights of others.
- **Excellence:** We will always strive for continuous improvement and will produce the best solutions and deliver the best services possible.

About The King Edward VI School

Welcome to our school. The King Edward VI School is a high achieving school, with a reputation for academic excellence for all. We provide for over 1400 students from Years 9-13 and have a thriving Sixth Form of around 450 students. We pride ourselves on being a fully inclusive and truly comprehensive school built on traditional principles and high standards.

We aim to prepare all in our care to leave the school fully equipped to meet the challenges they may face, and with a sense of service to their communities. We value our positive relations between staff and students and are proud of our friendly and purposeful atmosphere.

Our dedicated staff ensure that students are challenged to meet their potential, in a supportive environment. We have a holistic view of education and pride ourselves on offering a fully rounded educational experience. It is not only in the academic sphere where our students excel. Our commitment to extracurricular activities is very strong, and we offer our students an extensive enrichment and extra-curricular programme.

We believe there is something here for everyone.

We are very proud of our staff, students and our legacy. Please take a moment to look through our website to get an insight into what our school has to offer.

We have many amazing people working here. People who are knowledgeable, passionate and committed. Some people spend their career with us, some because they've found their niche, others are with us because of the opportunities to grow and develop. We want great people working for us. To get the best, we will always offer the best in terms of employment and opportunity. Diversity and inclusion are important to us – we are all individual and shaped by our personal characteristics, backgrounds, knowledge, skills and experience.

We believe we provide a great place to work.

Ms Clare Savage

Headteacher



Job Advert

The King Edward VI School
Part of the Cheviot Learning Trust
(13–19 Years High School, Headteacher:
Ms Clare Savage)

We require flexible people with excellent communication skills to join our team of exam invigilators on a casual basis, to supervise students undertaking examinations. Candidates should have a good general education and the ability to relate to young people is essential. The position is ideally suited to individuals interested in working in a school environment and in supporting our students at this challenging time in their school career.

At The King Edward VI School, we are very proud of our school where we support every child to achieve their full potential. In November 2024, Ofsted judged the school to be good/outstanding in all categories. As a designated teaching school, we provide high quality professional development, supporting induction, teaching, leadership and wellbeing. Further information about the school can be found on our website.

We are strongly committed to safeguarding and promoting the welfare of all children and young people and expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. If you are invited for an interview, you will be required to disclose convictions that would not be filtered, prior to the date of the interview. Certain spent convictions and cautions will be 'protected' and do not need to be disclosed. Full details on protected convictions and information about which convictions must be declared during job applications can be found on the Ministry of Justice website. You will be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against

information from the Disclosure and Barring Service before your appointment is confirmed.

This role will include Regulated Activities and an enhanced Disclosure and Barring Service (DBS) disclosure is required for this post. An online search will be carried out on shortlisted candidates, prior to interview. The Trust Safeguarding and Child Protection Policies and Employment of Ex-Offenders Policy can be found here.

Completing an Application Form: Application forms can be downloaded from the school [website](#).

If you have a Gmail account:

- Open the Application document
- Click 'Sign in' at the top right of the page
- Go to File > Make a copy
- Complete the application form in Google

If you don't have a Gmail account:

- Open the Application document
- Go to File > Download as > Microsoft Word
- Complete the application form

Completed applications should be returned via email directly to p.reeves@kevi.cheviotlt.co.uk by 12 noon on 17 November 2025.

If you require assistance or have any questions, please reach out using the contact details provided below:

01670 515415

kevi.cheviotlt.co.uk

info@kevi.cheviotlt.co.uk

Address: Cottingwood Lane, Morpeth,
Northumberland, NE61 1DN

Job Description

Job title: Exam Invigilator

Responsible to: Lead Invigilator, Examinations Officer

Pay scale: Band 3, £13.26 per hour

Job Purpose: To assist in the supervision and setting up of examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions.

Duties and key results areas:

Main Purpose

- To assist in the supervision and setting up of examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions.

Responsibilities

- To assist in the collection of examination papers and related information from the Examinations Office
- To assist in the transportation of examination papers to the venue securely
- To assist in ensuring examination papers are correct and are in accordance with attendance registers and seating plans
- To assist in the setting up of the examination room – candidate cards, start and finish times and clocks
- To ensure the examination room is set up in accordance with the seating plan
- To assist in recording attendance on the seating plan
- To closely monitor students throughout the examinations to prevent malpractice and disruption
- To assist with emergencies ensuring you follow centre policies and JCQ regulations (illness, fire alarms)
- To collect scripts and question papers, ensuring that they are collected in the correct order
- To ensure the examination room is tidy in preparation for the next examination
- To assist with transportation of completed examination scripts to the Examinations Office securely
- To ensure you are familiar with the JCQ instructions for conducting examinations booklet
- To undertake any training relevant to the post
- To assist with other duties consistent with the nature, level and grade of post

Additional Information

- In order to maintain a professional atmosphere, a smart/casual dress code and you must wear a name badge at all times
- Invigilators must conduct examinations in a calm and professional manner

Job Description Continued

Support for the School

- Comply with all school policies relating to:
 - Health and Safety
 - Equal Opportunities
 - Child Protection
 - E-Safety
 - Confidentiality and data protection
- Work in such a way as to promote the ethos and vision of the school
- Participate in training and development, activities that contribute to the management of performance
- Attend and participate in regular meetings
- To undertake other duties and responsibilities as required commensurate with the grade of the post

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.

Person Specification

Key to assessment methods (a) application, (i) interview, (r) references, (t) ability tests, (q) personality questionnaire, (g) assessed group work, (p) presentation (o) other case studies/visits

SPECIFICATION	ESSENTIAL	DESIRABLE	ASSESSMENT
Knowledge / Qualifications	A good general education to age of 16 with either evidence of examination success or successful experience of work in a similar field		(a) (i) (r)
Experience		Previous experience of working as an Exams Invigilator or in higher education environment	(a) (i) (r)
Skills and competencies	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 as part of a team or alone as necessary Comfortable under pressure Flexible approach to work Reliable and punctual Accuracy and attention to detail	An understanding of the examination process	(a) (i) (r)
Other	Excellent record of attendance and punctuality Understanding of the role within safeguarding		



Contact us

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