# Exam Invigilator

## Recruitment Pack

£12.60 hourly

Exceptional Educational Experience

Dan Morrow
Trust Leader

Rich Baker
Deputy Trust Lead

# Welcome

At Cornwall Education Learning Trust (CELT), our mission is clear: to provide every learner with an **exceptional educational experience.** One that enables them to thrive, achieve and succeed in life. We believe in a **100%** mindset, that every learner, in every classroom, in every school, deserves the very best we can offer. For us, 100% means no compromise: no learner left behind, no community overlooked, and no opportunity wasted.

Our strategic goals reflect this ambition. We are committed to empowering and growing our people, building an ambitious all-through entitlement, forging exceptional relationships with our communities, transforming provision through meaningful partnerships, and leading an ethical, effective and innovative organisation. These are not just aspirations; they are promises that shape the way we work and the culture we are building together.

Joining CELT means becoming part of a values-driven trust where collaboration, innovation, and care for people are at the heart of all we do. If you share our 100% mindset, are passionate about education, and want to make a tangible difference to learners and communities across Cornwall, we would be delighted to welcome you to CELT.

Dan Morrow

Dan Morrow
**Trust Leader**

EXCEPTIONAL
EDUCATIONAL
EXPERIENCE

100%

Sally Foard
Chair of Trustees

# Welcome from our Chair of Trustees

Our values are at the heart of everything we do. We believe in the power of **Collaboration**, building strong relationships and working together as one team to achieve our collective goals. We are committed to **Empowerment**, creating a culture where initiative, innovation and trust flourish, and where every individual feels valued, respected and motivated.
As a Trust, we are grounded in promoting **Leadership**, sharing a moral and ethical purpose to improve the lives of others and make a lasting difference for our learners and communities. And we embrace **Transformation**, approaching change positively so that we can all become our best selves and do our best work.

These values guide every decision we make and every action we take. They are the foundation of our Trust and the reason we can offer such exceptional opportunities for our learners and staff. If you choose to join CELT, you will be part of a values-driven organisation where people are supported to grow, contribute, and thrive.

Sally Foard

Sally Foard
**Chair of Trustees**

# Cornwall Education Learning Trust

Our Family of Schools

Our family of schools have the privilege of educating 9000 learners across mid-Cornwall. We are passionate about collaborating and ensuring 100% of our learners have an exceptional educational experience.

**9000**
LEARNERS

**1200**
CELT STAFF

**16**
SCHOOLS

Job Description

Cornwall Education Learning Trust

# Examinations Invigilator

**Purpose of the role**

The role of an invigilator will require you to provide a professional examination service, ensuring a calm environment to give candidates the best opportunity to be successful in their exams. You must follow the required guidelines/regulations for the integrity and security of examinations and procedures during invigilation.

**Culture**

- Demonstrate and promote the values of Cornwall Education Learning Trust at all times.
- Work with professionalism in line with the Trust's Code of Conduct.
- Be aware of and comply with safeguarding, health and safety, confidentiality, and data protection policies.
- Raise any safeguarding concerns appropriately in line with school procedures.
- Show patience, empathy, and discretion when dealing with sensitive information.
- Contribute positively to the school environment by being adaptable and willing to assist with wider school life.

**Strategic purpose**

- To support the Lead Invigilator / Exams Manager with the day-to-day operation of examination venues.
- Complete all required training and induction into the role of invigilator, as directed by the exams officer, ensuring up to date knowledge of the exam regulations and procedures
- Assisting with setting up examination venues by laying out stationery, equipment and examination papers, in accordance with JCQ Regulations.
- Assist in creating a calm and orderly environment for students taking exams
- Ensuring that candidates do not talk once inside examination venues.
- Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities, in accordance with JCQ Regulations.
- Escorting candidates from venues during the examinations as required, and supervising candidates whilst outside examination venues.
- Collecting and collating scripts at the end of the examination, in accordance with JCQ Regulations.
- Supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationary from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner.
- Some invigilators will also act as readers, scribes or prompts.

**Additional responsibilities therefore include:**

**Exam Readers**

- Accurately and clearly read exam instructions and questions to the candidate.
- To re-read exam instructions and questions if requested by the candidate.
- To read a candidate's answer back to them if requested.

**Exam Scribes**
Exam Scribes primarily provide 1:1 support with the following (working in line with all JCQ regulations that govern this role):

- Produce accurate and verbatim transcripts of answers dictated by the candidate in a handwritten format.
- To read transcribed answers back to the candidate if requested and make amendments as dictated by the student.

**Prompts**
Exam prompts produce support with the following (working in line with all JCQ regulations that govern this role):

- Support identified to students to manage their time in exams by providing approved prompts to students.

**General responsibilities applicable to all staff**
- To attend staff meetings and Trust-based INSET as required.
- To be aware of, and comply with, Trust and school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

**Note**
This job description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post. The postholder may be required to undertake such work as may be determined by their line manager from time to time, up to or at a level consistent with the main responsibilities of the job. This job description may be amended at any time in consultation with the postholder.

Cornwall Education Learning Trust

## Qualifications and Professional Development

| Essential | Desirable |
|---|---|
| Level 2 Numeracy and Literacy | |

## Experience

| Essential | Desirable |
|---|---|
| | Previous experience of working with children in a supervisory role |
| | Previous experience of working in a school setting |

## Knowledge and Skills

| Essential | Desirable |
|---|---|
| Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people. | Knowledge of examination procedures and regulations |
| Demonstrates an awareness, understanding and commitment to equality and inclusion | |
| Effective communication and listening skills | |

## Personal Qualities

| Essential | Desirable |
|---|---|
| Ability to work on own initiative | Able to work without close supervision |
| Ability to relate well to academic staff and students | |
| Discreet, confidential and sensitive | |
| Friendly and professional approach | |

## Applying to CELT

We welcome applications via My New Term in the CELT Careers section of our website: www.celtrust.org.

If you would like to arrange a visit or discuss the role further, please contact Andrew Blizzard, Assistant Headteacher at ablizzard@brannel.celtrust.org.

We want every candidate to know exactly what to expect from our recruitment process. All CELT application packs clearly set out key information : salary, interview dates, and application deadlines. All line managers involved in recruitment are trained to recognise and reduce bias, ensuring a fair and consistent experience for every applicant.

More information about our approach can be found in our Recruitment and Selection Policy via the trust website.

## Safeguarding

Safeguarding is the golden thread through CELT - safeguarding is everyone's responsibility.We promote an open culture of learning and development where good practice is celebrated and mistakes are used to learn and improve practice and therefore outcomes for our learners.

A whole-school approach to safeguarding means listening to the voices of everyone in the school community. This includes learners as well as parents, carers and school staff.

Amy Daniels
Director of Inclusion

All offers of employment are conditional and subject to satisfactory pre-employment checks including receipt of original qualification documents, references, medical screening, proof of eligibility to work in the UK, Childcare Disqualification check and an Enhanced Disclosure and Barring Service (DBS) check.

CELT People Services

# People Services

Our vision is to build and nurture a talented, diverse team who are proud to deliver exceptional education across our Trust.

We believe in working together, treating everyone fairly, and always learning and growing. We are committed to creating a safe, inclusive, and supportive workplace where every colleague feels valued and inspired to do their best.

By investing in and caring for our people, we unlock their potential – enabling them to make a real difference to our schools, our learners and the communities we serve.

CELT is committed to developing and empowering staff by ensuring that every colleague has the opportunity to thrive in their current role while being prepared for future opportunities.

*Lea Randall*

Lea Randall
**People Services Lead**

Lea Randall
People Services Lead

**Empowering** our **people** to **support, teach** and **lead**

*Claire White*

**Headteacher**

I feel privileged to have been part of SW100's cohort 2. I finished the year a different leader to the one I was 12 months before and I've never been more committed to change in our system. It reinforced my belief that teaching truly is the best job in the world.

*Andrew Gasiorowski*

**IS Manager**

I joined Brannel School as an apprentice and now manage the information services team at Poltair School. Working at CELT has enabled me to progress professionally and has provided opportunities for me to work on strategic projects across the Trust.

*Rebecca Blizzard*

**Assistant Headteacher**

From gaining valuable leadership experience as Head of Science I felt ready and supported to become an Assistant Headteacher. I value the range leadership opportunities at CELT and the strong collaboration amongst colleagues and our family of schools.

# Staff Entitlement

As a Trust we understand that we have a responsibility to create a future-focused team that is ready for change and able to support our development. Part of this future planning involves succession planning and dynamic talent management.

Talent management is crucial at both a strategic and an individual level. It is about the value that every individual brings to Cornwall Education Learning Trust. By understanding people's strengths and unique contributions, we can ensure that they receive the development they need to have the maximum impact in their current and future roles.

**Personal Growth & Inspiration:**

- Exceptional development opportunities through training, mentoring, and networking.
- Complimentary access to Inspiring the South West conferences to fuel your ambition.

**Health & Wellbeing:**

- Free annual flu jabs, health screenings, and eye tests to keep you feeling your best.
- Discounted gym and leisure centre memberships to support your fitness goals.
- Wisdom app access for mental health support, mindfulness, and resilience.
- Confidential helpline and counselling through Health Assured, available 24/7.

**Family & Flexibility:**

- Up to 5 days paid emergency leave for dependants when life throws a curveball.
- Family-friendly policies and flexible working arrangements to help you balance work and home.

**Perks & Extras:**

- Cycle to Work scheme to promote greener commuting and save on bike purchases.
- Generous public sector pension scheme to invest in your future.

CELT CENTRE OF EXCELLENCE

At CELT, we believe inspiration should flow through our staff as much as our students. Great teaching comes from colleagues who are curious, ambitious and continually developing their practice. Professional learning isn't an add-on – it's part of who we are.

The CELT Centre of Excellence at Penrice Academy brings this vision to life. It offers a place to reflect, learn and plan next steps, supporting colleagues at every stage of their career. Through programmes such as Future Leaders, New and Aspiring Leaders, and the upcoming Flourishing Programme, the Centre provides clarity, connection and opportunity for all roles across CELT.

Our aim is simple: to help every colleague grow, feel valued and thrive. By investing in ourselves, we strengthen our culture and keep inspiration at the heart of our classrooms.

**CLICK HERE**

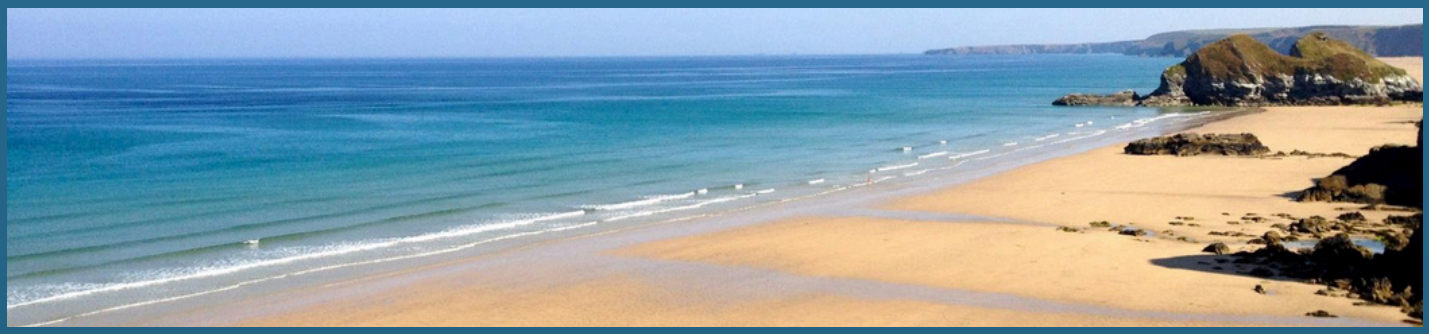
"CELT is where teaching talent takes flight, and connection becomes the fuel that propels us forward. With comprehensive support, collaborative communities, mentoring, research-informed practice, and an unwavering focus on equity, CELT creates an environment where both teachers and learners thrive."

Hayley Bissenden

**Hayley Bissenden**
Director of the
Centre of Excellence

# Living and Working in Cornwall

## A Life That Feels Different—in the Best Way



Cornwall offers a rare blend of meaningful work, breathtaking surroundings and an exceptional quality of life. Our schools sit at the heart of proud, supportive communities where relationships matter and staff quickly feel part of something bigger.

**Community**

Cornwall's towns and villages are close-knit, welcoming and full of character. Families are deeply invested in their local schools, and the strong partnership between home and school is a defining feature of life here. When you join us, you're joining a place where people genuinely look out for one another.

**Lifestyle**

From beaches and rugged coastline to moorland and open countryside, Cornwall's natural beauty is always within easy reach. Shorter commutes and access to the outdoors help create a healthy balance between work and life—and the space to truly recharge.

**Infrastructure**

Cornwall is ambitious about its future. From major road improvements such as the upgraded A30 to enhanced digital connectivity and the convenience of Cornwall Airport Newquay, the region continues to invest to keep people connected and moving.

**Families**

Safe communities, excellent schools, and a huge range of activities make Cornwall an exceptional place to raise children. Whether it's beach days, outdoor adventures or creative arts, there's always something to inspire young minds.