



The CAM Academy Trust
Casual Exam Invigilators – Level 1
Candidate information pack



WELCOME FROM THE CHIEF EXECUTIVE

Thank you for your interest in joining The CAM Academy Trust. It's a great time to join our team, as we enter an exciting phase of development and look to the future.

I feel highly privileged to lead our trust at this time. Our five year strategy – CAM30 – sets out our roadmap to becoming a truly exceptional family of schools.



We are a values-driven trust – our six principles underpin all that we do – and we're committed to excellence. As a teacher myself, and someone who has benefited hugely from an education, I absolutely believe in the transformational power of what we do in schools. This is particularly important for our most vulnerable young people, those who could become marginalised and not reach their potential due to their background or learning needs. It is up to us to make sure that doesn't happen.

Vibrant learning communities are built when pupils of all abilities and backgrounds thrive together, and a truly excellent education enables choice and agency for all children. This is at the heart of our comprehensive principle.

We want people on our team who are excited by the prospect of having a deep and lasting impact on the lives of young people. We want people who are honest, curious, intellectually rigorous and committed to the challenges and opportunities of innovation and collaboration. We also want people who are committed to contributing to the wider education system.

As Chief Executive, I am committed to raising standards for young people, in a sustainable way through a strong MAT operating model and an insistence on excellence whilst understanding that schools need to retain their unique identity so they can be at the heart of their communities. I also know that investing in all our people is critical to success. It is our leaders, teachers and school staff that make the difference for children every day.

Join our team and we will work together to deliver 'excellence for all', enabling all pupils and staff to thrive and be successful. If this excites you; we want to hear from you!

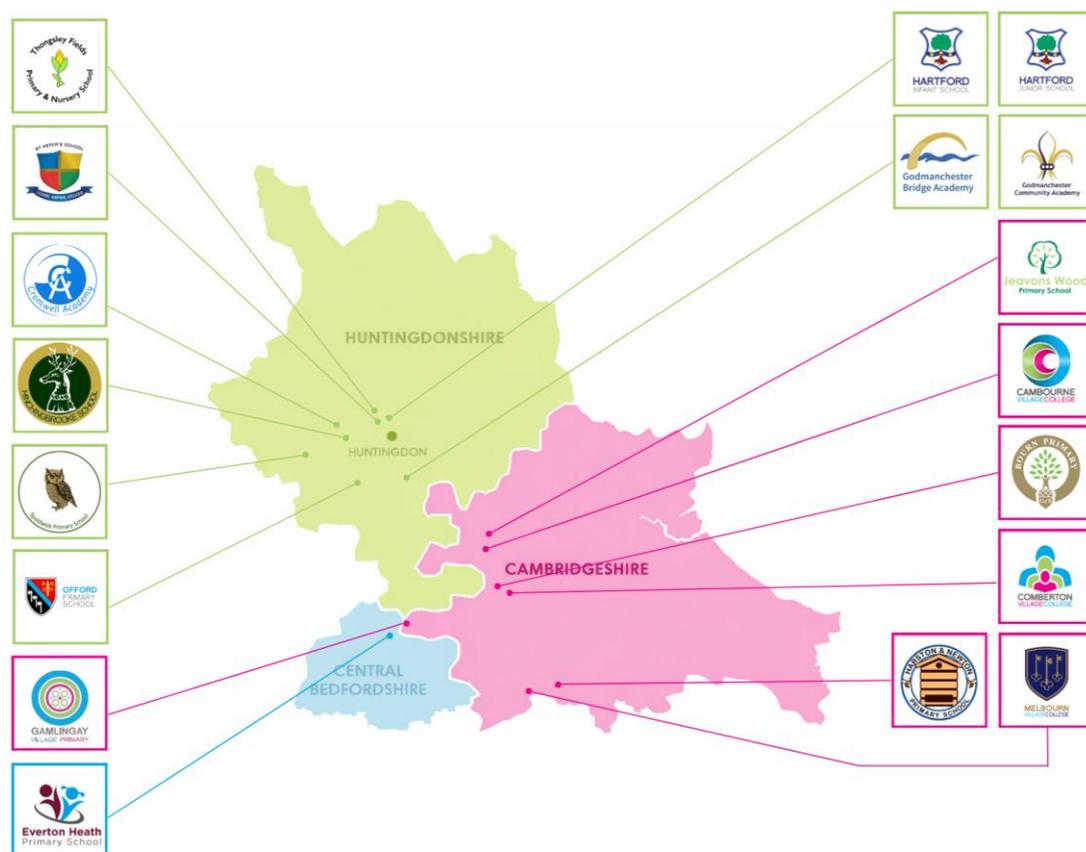
Claire Heald

ABOUT US

The CAM Academy Trust was established in 2011 and currently comprises twelve primary schools and five secondary schools, four of which include sixth forms. In January 2026, ACES Academies Trust - a Huntingdon-based multi-academy trust - merged with CAM, adding five additional schools to our family.

Our primary schools are Cromwell Academy, Everton Heath Primary School (just inside Bedfordshire), Gamlingay Village Primary, Godmanchester Bridge Academy, Godmanchester Community Academy, Jeavons Wood Primary School, Offord Primary School, Hartford Infant and Pre-School, Hartford Junior School, Harston and Newton Primary School, Spaldwick Primary School and Thongsley Fields Primary and Nursery School. Bourn Primary Academy joined as the first Associate Member in 2021.

Our secondary schools are: Comberton Village College (and Sixth Form), Cambourne Village College (and Sixth Form), Hinchingsbrooke School, Melbourn Village College and St Peter's School (and Sixth Form).



ABOUT US

Continued

Teacher training (CTSN)

The CAM Academy Trust supports the training of new teachers to become qualified members of the teaching profession. We do this through our SCITT (CTSN).

As a school-based provider of initial teacher training, CTSN SCITT is very much grounded in the life of its local schools and its tutors are experienced practising teachers drawn from, not only CAM Academy Trust schools, but also a wide network of schools across the region.

Our SCITT has a strong regional reputation.

Maths Hub

The CAM Academy Trust is proud to be the base for the [Cambridge Maths Hub](#) which is promoting excellence in maths teaching across Cambridgeshire, as well as Peterborough, West Suffolk, King's Lynn and West Norfolk.

The Hub supports teachers to improve educational standards for students in our region from the youngest child in Early Years to Post-16.

The Cambridge Maths Hub offers free, high-quality professional development to maths teachers across the Hub area.

The Cabins

Our Cabin provisions are attached to four of our schools. The Cabins provide autistic students with an opportunity to be educated in mainstream settings.

We set high expectations for students but provide expert support from highly skilled and caring staff.

All our cabins strive to ensure that every pupil attains the highest possible academic achievement and offer high levels of pastoral support.



THE VACANCY

Salary: NJC Scale 1, point 3 - £12.85 per hour plus holiday pay

Contract: Casual, part time, as and when required

Start date: As soon as possible

Place of work: Hinchingsbrooke School, Huntingdon

Hinchingsbrooke School is a large, vibrant, inclusive and successful mixed comprehensive school that serves the Huntingdonshire area. Set in the grounds of the Tudor house which homes our Sixth Form, we benefit from excellent, modern facilities which support our very strong extra-curricular offer. Our unique school is a welcoming and wonderful place to work.

We are looking for Casual Exam Invigilators to work with us to ensure the fair and proper conduct of examinations in an environment that enables a student to perform at their best, working in accordance with all regulations, policies and procedures to maintain the integrity and security of the examination session.

For further details on our school please visit our website [Hinchingsbrooke School - Home](#)

HOW TO APPLY

To apply for this position, please submit your completed application form with supporting statement on [MyNewTerm](#).

Your supporting statement should demonstrate how your career to date has prepared you for this post and be no longer than two sides of A4.

Applications will only be accepted from applicants completing the application form in full. Please note that we do not accept CVs.

Interviews will be offered to those applicants who best demonstrate how their skills, abilities and experience meet the person specification, taking into consideration the job description.

We reserve the right to interview and appoint within the application window. With this in mind, we encourage you to apply as soon as possible.

We welcome visits to the school. To find out more about this role please contact, Anna Grantham, Examinations Manager on Agrantham@hbk.acesmat.uk.

Closing date: 09.00 on Thursday 30th April 2026

Thank you for your interest in The CAM Academy Trust.



Salary:

The post holder will be paid on the NJC Pay Scale. Scale 1, point 3 - £12.85 per hour plus holiday pay.

Line of responsibility:

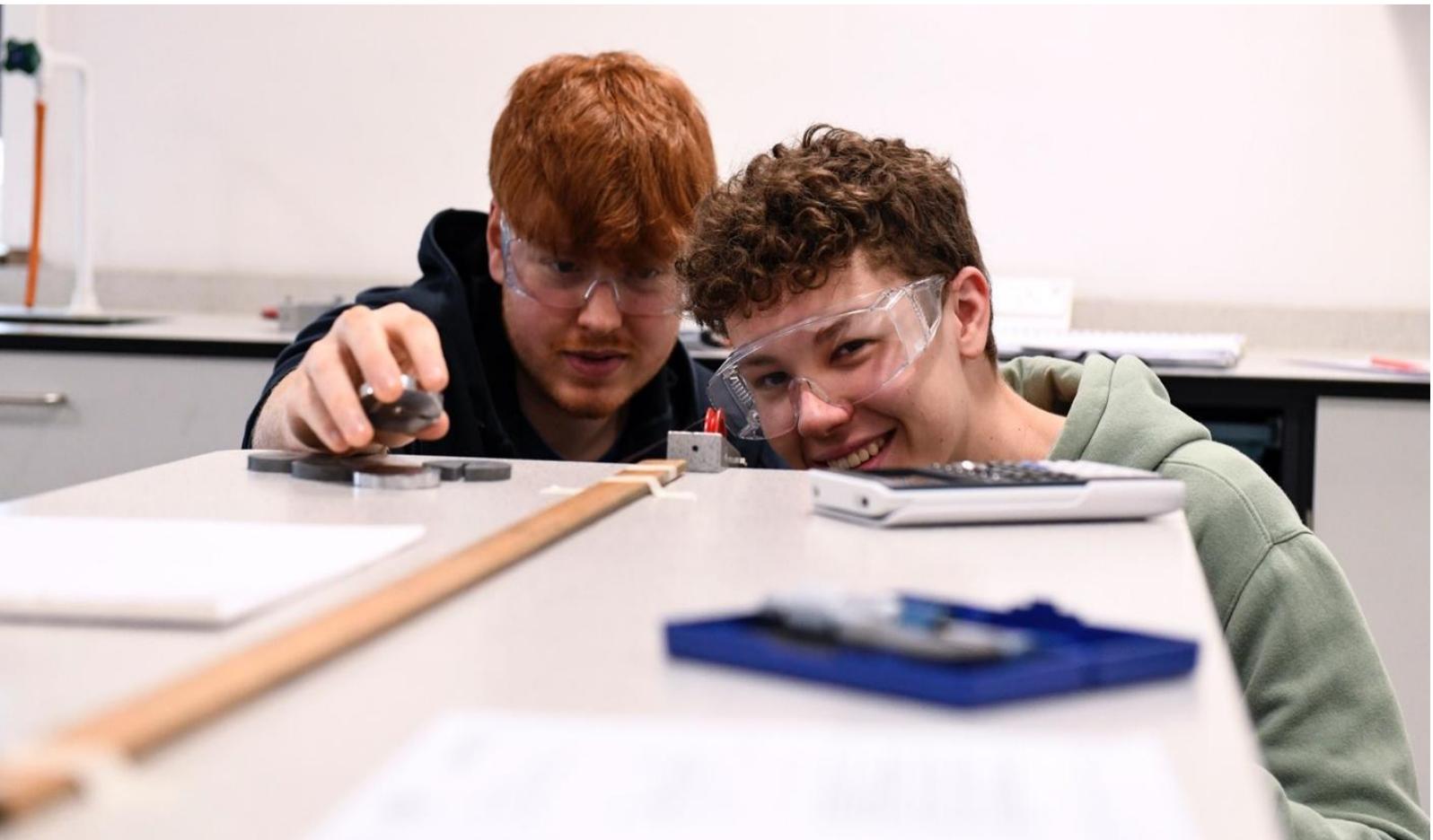
The Exams Invigilator is directly responsible to the Exam Manager and Principal.

Strategic purpose:

To ensure the fair and proper conduct of examinations in an environment that enables a student to perform at their best, working in accordance with all regulations, policies and procedures to maintain the integrity and security of the examination session.

In addition to the responsibilities described, to carry out any other duties of a similar nature at the reasonable request of the central education team.

The job description will be subject to regular review and any changes will be made in consultation with the post holders. The aim will always be to reach agreement on any changes, but if agreement is not possible, the trust reserves the right to make the changes following consultation.



At the heart of our work lie the six core principles of The CAM Academy Trust.

These drive everything that we do.



JOB DESCRIPTION continued

Main Responsibilities	<ul style="list-style-type: none"> • Under guidance ensure the exam room fully meets JCQ and all other Governing Bodies/Awarding Organisations requirements • Ensure that all candidates enter the exam room in an appropriate manner • Ensure that all candidates have the correct exam papers • Under guidance ensure that all candidates are aware that they are under exam conditions and regulations • Supervise candidates in a quiet and unobtrusive manner • Respond to candidates' queries in accordance with JCQ and all other Governing Bodies/Awarding Organisations regulations • Ensure that the exam is conducted according to JCQ and all other Governing Bodies/Awarding Organisations regulations and that the Exams Manager/Lead Officer is informed immediately of any breaches • Supervise any candidate who may need to leave the room in accordance with JCQ and all other Governing Bodies/Awarding Organisations regulations • Assist in collecting scripts and ensuring that all scripts are never left unattended • Attend initial induction training, yearly refresher training and any other training deemed necessary by the Exams Manager • Support the work of the Exams Manager • Maintain the Invigilator Manual to ensure it is always kept up to date • Always maintain confidentiality • Liaise with Access Team, Teaching and Support staff
Other	<ul style="list-style-type: none"> • To become an integral member of the Exam Team • Adhere to all school policies • To act with due care for the health, safety and welfare of themselves, other employees and other persons in accordance with the school's Health & Safety Policy • To participate in the current arrangements made for the appraisal or review of your performance • To ensure the Exams team supports the calendared school activities and events • Undertake appropriate professional development and participate in appraisal and related procedures • To inspire excellence, fulfil potential and develop character
Personal development	<ul style="list-style-type: none"> • Maintain excellent subject expertise and awareness of the latest, evidence informed practice • Engage in regular professional learning and reading. • Engage positively in the Trust's arrangement for performance management and professional growth.

Safeguarding and Health and Safety	<ul style="list-style-type: none"> • Adhere to Trust safeguarding policy and procedure at all times. • Promote strong cultures of safeguarding across the Trust and schools. • Act during their employment with due care for the health, safety and welfare of themselves, other employees and other persons in accordance with the school's Health and Safety Policy.
Advocacy and influence	<ul style="list-style-type: none"> • Be an advocate for the Trust externally and across our schools. • Be outwards facing and see opportunities for positive influence and external partnership and networking.

The CAM Academy Trust is committed to safeguarding and promoting the welfare of all children and young people. We expect all staff to actively share this commitment. All adults working in our Trust in whatever capacity will be part of a thorough safer recruitment process. All appointments will be subject pre-employment checks including the taking of satisfactory references and enhanced criminal record clearance (via the Disclosure and Barring Service) in line with the need to create and maintain a safe culture.



PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Experience		
<ul style="list-style-type: none"> • A good standard of written, oral and numeracy skills 	X	
<ul style="list-style-type: none"> • A commitment to developing professional skills 	X	
<ul style="list-style-type: none"> • Working with children 		X
Knowledge and Interpersonal Skills		
<ul style="list-style-type: none"> • Commitment to promoting and safeguarding the welfare of all pupils 	X	
<ul style="list-style-type: none"> • Common sense and initiative 	X	
<ul style="list-style-type: none"> • Ability to work alone or as part of a team 	X	
<ul style="list-style-type: none"> • Ability to be firm but fair always 	X	
<ul style="list-style-type: none"> • Accuracy and Attention to Detail 	X	
<ul style="list-style-type: none"> • Remain calm under pressure or during unexpected circumstances 	X	
<ul style="list-style-type: none"> • Ability to form sound relationships with colleagues in the team 	X	
<ul style="list-style-type: none"> • Ability to work to pre-determined instructions 	X	
<ul style="list-style-type: none"> • Ability to be diplomatic and tactful 	X	
<ul style="list-style-type: none"> • High degree of discretion in dealing with confidential information 	X	
<ul style="list-style-type: none"> • Reliability and punctuality 	X	
<ul style="list-style-type: none"> • Maintain authority over candidates yet relate to them 		X
<ul style="list-style-type: none"> • Ability to work in challenging situations 		X

BENEFITS

We offer the following benefits, designed to promote your wellbeing and make your time with The CAM Academy Trust satisfying and rewarding.

Core benefits

- Paid leave – enhanced sick pay, maternity pay, and adoption leave pay (linked to service) and paid leave for unforeseen personal situations.
- Pension – a generous pension scheme.
- Death in service payment – lump sum payment and an ongoing pension for your partner & children (subject to conditions & membership of our pension scheme).

Health and wellbeing

- Employee counselling and support – free, independent 24/7 help and advice for work related issues, as well as problems affecting your home life.
- Environment – good working environment with excellent facilities.

Professional development

- Professional development – full and part-funded training courses and a wide range of learning opportunities available to all staff.

Employee discounts

- Car parking – free and on-site.
- Hot drinks – tea & coffee making facilities provided.
- Cycle-to-work scheme – save £££ on a new bike and accessories.

Work-life balance

- Flexible working – all staff can make a request to work flexibly.

School specific benefits

- Access to staff discounts from local suppliers
- Free use of on-site leisure facilities including gym and swimming pool
- O2 Staff discount



The CAM Academy Trust

Head Office | Cambourne Village College
Sheepfold Lane | Cambourne | CB23 6FR

info@catrust.co.uk

www.catrust.co.uk