



The CAM Academy Trust
Casual Exam Invigilators
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 paid at 13%

Contract: Casual, part time, as and when required.

Start date: As soon as possible

Place of work: Melbourn Village College, Melbourn, Cambridgeshire

Melbourn Village College is seeking to recruit exam invigilators to join our existing team to help oversee our exams.

All training will be provided, and no previous experience is required. Invigilators need to be reliable and punctual, highly flexible, able to relate to learners, comfortable in a high-pressure environment. Excellent organisational and interpersonal skills are essential.

The hours of work are 8am until 12pm for morning sessions and 12pm until the end of the exam for afternoon sessions.

For further details on our school please visit our website [Welcome to Melbourn Village College - Melbourn Village College](#)

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, Gemma Stuart, Analytics Manager on GStuart@melbournvc.org.

Closing date: 09.00 on Wednesday 30th April 2026

Thank you for your interest in The CAM Academy Trust.



JOB DESCRIPTION

Salary:

The post holder will be paid on the NJC Pay Scale. Scale 1, point 3 - £12.85 per hour plus holiday pay paid at 13%.

Line of responsibility:

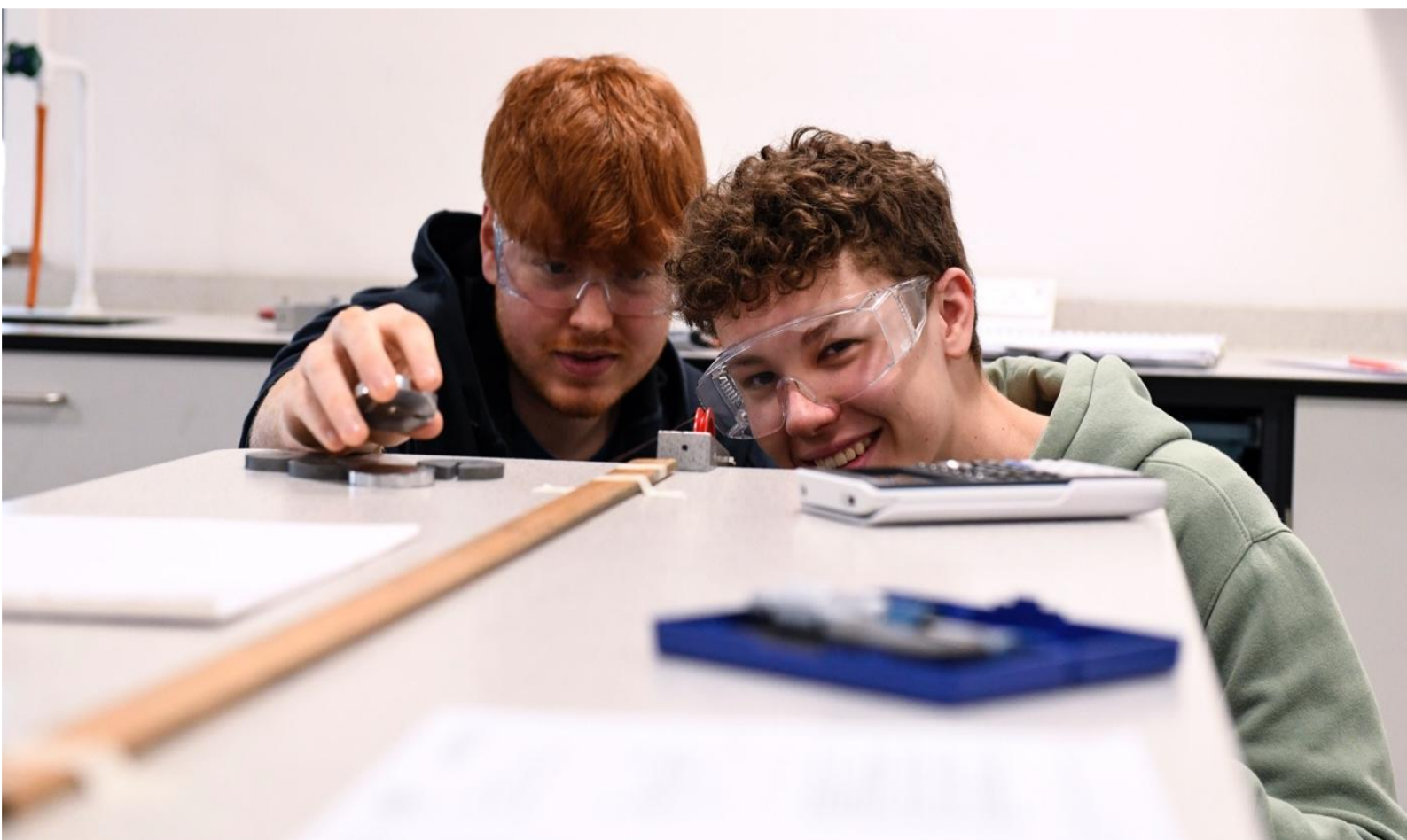
The Exams Invigilator is directly responsible to the Analytics Manager.

Strategic purpose:

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Melbourn Village College instructions. To play a key role in upholding the integrity of the examination/assessment process. To assist school staff with the administration and smooth running of examinations.

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.



Six core principles

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

<p>Main Responsibilities</p>	<ul style="list-style-type: none"> • Pick up examination papers, stationery and any other materials from the Exams Office at least 30 minutes before the scheduled start time of the exam, if required • Put up regulation notices, quiet signs and seating plans inside and outside the exam venue • Set out candidate labels, stationery and examination papers in accordance with the seating plan • Help to get candidates into the exam venue and seated as smoothly and efficiently as possible, and in particular assist candidates where necessary by directing them to their seats, advising them about possessions permitted at the exam desk, and dealing with any problems they may have • Ensure that once candidates have entered the exam venue they adhere to strict examination conditions • Place any mobile phones handed in by candidates in named envelopes • Ensure that if candidates have bags or coats these are left in the designated location • If required, write out the centre number and the start and finish times of the exam on the white board or other display medium • During the examination, deal with any queries raised by candidates, and deal with any irregularities, including any infringement of the regulations, in accordance with strict procedures • Escort and supervise any candidate who needs to leave the exam venue temporarily during the exam • At the end of the exam, collect and collate scripts as instructed by the Chief Invigilator • Supervise candidates as they leave the exam venue, ensuring that they take all their belongings with them, that they do not remove equipment or stationery from the venue without authorization, and that they leave in a quiet and orderly manner • Help to deliver scripts, stationery and any other materials to the Exams Office if required
<p>Personal development</p>	<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.
<p>Safeguarding and Health and Safety</p>	<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.



	<ul style="list-style-type: none"> • 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"> Minimum educational requirement is GCSE grade C/4 or equivalent in English and Maths 	X	
<ul style="list-style-type: none"> Experience of working in a school environment 		X
<ul style="list-style-type: none"> Liaising with other professional colleagues. 		X
<ul style="list-style-type: none"> Experience of working with young people and as part of a team 		X
<ul style="list-style-type: none"> Experience and knowledge of school examination process 		X
<ul style="list-style-type: none"> Ability to communicate confidently, clearly and effectively, both verbally and written. 	X	
<ul style="list-style-type: none"> Able to work in a busy environment. 	X	
<ul style="list-style-type: none"> Good working knowledge of MS Office, MS Word, Outlook 	X	
<ul style="list-style-type: none"> Good organisation skills and the ability to prioritise workload. 	X	
<ul style="list-style-type: none"> Teamwork – Willingness to work as part of a team 	X	
<ul style="list-style-type: none"> Community Focus - Understanding and responding school community needs, demonstrating a passion for high quality customer service. 	X	
Knowledge and Interpersonal Skills		
<ul style="list-style-type: none"> Ability to relate to candidates yet maintain an air of authority 	X	
<ul style="list-style-type: none"> Ability to work to pre-determined instructions and keep calm under pressure or during unexpected circumstances 	X	
<ul style="list-style-type: none"> Commitment to the highest standards of child protection. 	X	
<ul style="list-style-type: none"> Patience and understanding 	X	
<ul style="list-style-type: none"> Careful, calm and clear communicator 	X	
<ul style="list-style-type: none"> Able to work flexibly in responding to situations as they arise. 	X	
<ul style="list-style-type: none"> A personal manner in keeping with the school ethos towards parents, children the community and wider world. 	X	
<ul style="list-style-type: none"> Ability to be firm but fair at all times 	X	
<ul style="list-style-type: none"> Flexibility over working hours 	X	
<ul style="list-style-type: none"> Commitment to maintain high customer care standards 	X	
<ul style="list-style-type: none"> Commitment to promoting and safeguarding the welfare of all staff and students. 	X	
<ul style="list-style-type: none"> Flexible attitude with the ability to work under pressure and to deadlines, whilst maintaining a high level of accuracy. 	X	
<ul style="list-style-type: none"> Flexible with availability to work and willingness to undertake in-service training. 	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.



The CAM Academy Trust

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