



# Samuel Whitbread Academy Application Pack

## Lead Exam Invigilator (Casual)





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# INTRODUCTION

Welcome to Samuel Whitbread Academy and the Bedfordshire Schools Trust. Thank you for expressing an interest in our current vacancy.

We have collated this application pack to provide you with all the information you should need to enable you to apply for this role.

However, if you would like any further information or would like to make a visit to our academy, please contact:

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**HR Assistant**

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**Tel: 01462 629900**

**Samuel Whitbread Academy**

Shefford Road, Clifton, Shefford, Bedfordshire SG17 5QS

**[www.samuelwhitbread.org.uk](http://www.samuelwhitbread.org.uk)**



# ABOUT BEST

The Bedfordshire Schools Trust (BEST) is a multi-academy trust providing exceptional education across our community of 11 schools and five nurseries.

Since forming in 2016, we have grown significantly into one of the largest trusts in the county. We now educate 8,000 children across the area, from nursery age to advanced level study, and have over 1,000 members of staff.

It is our aim to grow the BEST in everyone, and everything we do is driven by our values. We will:

- Always put children first
- Collaborate to support and compete to challenge
- Provide community-based provision
- Have the courage to be compassionate

Our aims can only be achieved if we recruit, retain and develop the highest quality workforce – and we want those we employ to be valued in the workplace.

As a single employer, we are able to offer all our staff a fantastic range of benefits, including an excellent working environment, opportunities for career development and training, and discounts and deals that will help save you money.

Full details can be found in our BEST People staff benefits brochure, available for download from our MyNewTerm careers page, or on our website at

[www.bestacademies.org.uk/jobs](http://www.bestacademies.org.uk/jobs)

The formative years of BEST have been a real success story – and we are looking forward to an exciting future, too.



# ABOUT SAMUEL WHITBREAD ACADEMY

Samuel Whitbread Academy is a large, rural upper school with approximately 1,700 students including a Sixth Form approaching 450 students. The school is situated on the outskirts of the town of Shefford, in Bedfordshire, and has all the variety and energy of a fully comprehensive secondary school.

In our most recent Ofsted report (March 2023), we were judged as Good by inspectors. We are committed to continuing our journey to reach Outstanding and are constantly striving to develop our practice and raise outcomes.

The size of the Academy and membership of BEST means that opportunities available to staff are incredibly varied and wide-ranging. We have a growing reputation for developing an exciting and innovative culture of research within the Academy and believe high quality CPD for staff and a focus on workload and wellbeing results in confident, compassionate and happy staff who strive to do their BEST.

The Administration teams across the Academy are very friendly and welcoming. We are always available to help with any matters and work together to help make the background day to day life of the Academy run as smoothly as possible. We are a large Administration team with roughly 65 members of Support Staff across the Academy.



# HOW TO APPLY

We use an application form, rather than asking for CVs, for most vacancies. This ensures all applicants present their information in the same standardised format and tell us only what we need to know.

Apply online via the MyNewTerm website at [www.mynewterm.com](http://www.mynewterm.com) before the closing date.

**Closing date:** Midnight, Thursday 24<sup>th</sup> September 2026

**Interview date:** week commencing Monday 5<sup>th</sup> October 2026

BEST is an equal opportunities employer and we are committed to encouraging equality, diversity and inclusion among our workforce.

We are committed to safeguarding and promoting the welfare of children. All offers of employment will be subject to satisfactory pre-employment checks and references, including enhanced Disclosure and Barring Service (DBS) clearance.

Strictly no agencies.

**We look forward to receiving your application.**



# JOB DESCRIPTION

|                           |                                        |
|---------------------------|----------------------------------------|
| <b>Job Title</b>          | Lead Exam Invigilator (Casual)         |
| <b>Based at</b>           | Samuel Whitbread Academy               |
| <b>Salary/Grade Range</b> | NJC Scale 2D Point 6 (£13.92 per hour) |
| <b>Responsible to</b>     | Examinations Officer                   |
| <b>Hours</b>              | Casual (as and when required)          |

## Purpose of Role

To ensure that examinations are conducted according to the relevant regulations.

Responsibilities include:

- Managing and supervising a team of Exam Invigilators in the allocated exam hall.
- Ensuring all candidates have an equal opportunity to demonstrate their abilities.
- Ensuring the security of the examination materials before, during and after the examination.
- Preventing possible candidate malpractice.
- Negating and preventing possible administrative failures.

## Duties and Responsibilities

- Report to and be briefed by the Examinations Officer prior to each exam session.
- Keep confidential exam question papers and materials secure before, during and after exams.
- Direct a group of Exam Invigilators to assist you to ensure exam rooms are set up according to JCQ requirements.
- Ensuring the correct ratio of Exam Invigilators to students is adhered to at all times, requesting support from the Examinations Officer should the need arise.
- Allocating specific tasks and rows of students to individual Exam Invigilators under your supervision.





- Distributing exam papers to the team of Exam Invigilators and supervision of the dispersal of exam papers to candidate desks to ensure the correct examination papers/resources have been allocated.
- Verifying all access arrangements highlighted on the seating plans have been actioned by the Exam Invigilators in your supervision.
- Maintaining exam conditions and adhering to JCQ regulations to ensure a fair testing environment.
- Responsible for making the statutory announcement for up to 280 students to begin their exams in the halls, using a clear and audible voice.
- Dealing with queries raised by candidates and any examination irregularities in accordance with strict procedures.
- Checking attendance during examinations and reporting any absences to the Examinations Officer.
- Recording details of late arrivals and early leavers, collecting scripts from early leavers.
- Ensuring that exam timings are adhered to, including instructing candidates to finish their examinations at the appropriate time
- Supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner.
- Overseeing/assisting with the packing of examination papers, stationery and equipment and the delivery of all exam scripts/materials to and from venues as appropriate.
- Assist with the 'second pair of eyes' check as directed by the Examinations Officer.
- Ability to commit to work during all major exam periods and ad-hoc training sessions throughout the academic year.

*Please note, while every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified.*

*Employees will be expected to comply with any reasonable request from the Principal to undertake work of a similar level that is not specified in this job description.*





# PERSON SPECIFICATION

## Job Title: Lead Exam Invigilator (Casual)

| Attributes                                              | Desirable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|---------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Education &amp; Qualifications</b>                   | <ul style="list-style-type: none"> <li>Educated to GCSE level (or equivalent).</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Professional Experience</b>                          | <ul style="list-style-type: none"> <li>Previous invigilation experience or experience of working in an educational environment.</li> </ul>                                                                                                                                                                                                                                                                                                                                               |
| <b>Professional Knowledge, Skills and Understanding</b> | <ul style="list-style-type: none"> <li>A clear understanding of exam regulations and procedures is advantageous</li> <li>An understanding of the current examination processes</li> <li>Ability to manage a team and work under pressure</li> <li>Effective oral / written communication skills</li> <li>Ability to maintain discipline in an exam situation.</li> </ul>                                                                                                                 |
| <b>Personal Qualities</b>                               | <ul style="list-style-type: none"> <li>Accuracy and attention to detail</li> <li>Flexible approach to work</li> <li>Ability to work with and relate to academic staff and students</li> <li>Effective communication and interpersonal skills including the ability to converse at ease in accurate spoken English with adults and children</li> <li>Ability to work within tight deadlines</li> <li>Reliable with high levels of availability during the examination seasons.</li> </ul> |
| <b>Physical</b>                                         | <ul style="list-style-type: none"> <li>Ability to move quietly and stand for blocks of time</li> <li>Ability to carry equipment to and from exam rooms as and when required.</li> <li>Ability to amplify your voice effectively in a spacious auditorium to deliver clear announcements.</li> </ul>                                                                                                                                                                                      |
| <b>Other</b>                                            | <ul style="list-style-type: none"> <li>Willingness to be flexible</li> <li>Willingness to undertake further training</li> <li>A commitment to equality principles and practices</li> <li>Knowledge of relevant safeguarding / child protection legislation and best practice</li> <li>Value and respect the views and needs of children and young people</li> <li>Appropriate DBS clearance (before the post is taken up)</li> </ul>                                                     |

**We are committed to the safeguarding and promotion of children's welfare and offers of employment are subject to DBS clearance**

