



All Saints'  
Academy  
Cheltenham

# Exam Invigilator Application Pack

*Where every member of our extended family realises their God-given potential,  
inspired by John 10:10. Jesus said 'I have come so you may have life in all its fullness.'*







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# Principal's Welcome

**Dear Applicant,**

Thank you for considering All Saints' Academy in Cheltenham as the next step in your career.

Our Academy is shaped by Christian values, expressed through the *All Saints' Way*, which guides how we work and relate to one another:

- We put other people's needs first
- We listen to understand, aspiring to excellence
- We take responsibility and include everyone

These values underpin our vision to form students in **character, knowledge, and wisdom**, preparing them to lead and serve others beyond their time with us. We are inspired by Jesus' words in Matthew 5:14: "*You are the light of the world.*"

We are proud of our diverse student population and the strong outcomes our students achieve. This is made possible through our deep investment in high-quality teaching and our close partnerships with families and local organisations. Every student is known, supported, and encouraged to thrive.

If you share our commitment to excellence in a caring, faith-led environment, we warmly invite you to apply. For further information, please contact our HR team at [HR@asachelt.org](mailto:HR@asachelt.org).

We look forward to welcoming you to our Academy community.

Warm regards,

Benjamin Williams  
Principal  
All Saints' Academy





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# Exam Invigilator

## **Exam Invigilator**

**Start date:** As soon as possible

**Salary:** £12.65 per hour plus accrued holiday pay

**Hours of Work:** Zero hour contract during term-time

**Closing date:** 10 am Monday 25<sup>th</sup> February 2026

We are looking to recruit Exam Invigilators to support the Leader of Examinations with the smooth running of exams within the Academy. The main sessions of public examinations run during November, January, May and June however there are internal exams throughout the year in addition we are a school that runs GCSE, A-Level and BTEC courses.

No specific examination experience is necessary (training will be provided) however an understanding of the formality and importance of the examinations should be appreciated e.g. exams are carried out according to the rules and regulations set out by the Joint Council of Qualifications.

Essential requirements are: excellent organisational and interpersonal skills; the ability to handle situations in a calm and logical manner and to work independently as well as part of a team while supporting and taking direction from the Leader of Examinations.

Sponsored by the Anglican Diocese of Gloucester, we are an Academy serving at the heart of our local community. All Saints' Academy has a Life Vision, 'Where every member of our extended family realises their God-given potential, inspired by John 10:10. Jesus said 'I have come so you may have life in all its fullness'.

We are an inclusive Church Academy that welcomes applications from all denominations and those of none.



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The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Shortlisted candidates will be subject to an online search in line with Keeping Children Safe in Education 2025 recommendations. Successful applicants will be subject to an enhanced DBS clearance.

This post is exempt from the Rehabilitation of Offenders Act 1974 (as amended in 2013 & 2020), for further details please visit our Recruitment of ex Offenders information found on our website.

To apply for this role please complete an online application form through My New Term, a link can be found on the Academy website [www.asachelt.org](http://www.asachelt.org). If you have any questions regarding this role or wish to visit the Academy please contact the HR Department at [hr@asachelt.org](mailto:hr@asachelt.org)

*All Saints' Academy is committed to ensuring that all applicants and employees are given equal opportunities and that no applicants or employees are discriminated against on the basis of gender, gender reassignment, race, disability, pregnancy or maternity, sexual orientation, marital or civil partnership status, age or religion and belief.*



# Staff Benefits

## What we offer:

### Purpose

- We believe that our whole community should live “Life in all its fullness” including our staff, reflected in our culture and leadership decisions.
- Our staff make a real difference to a community with high levels of deprivation.
- Our Chaplaincy serves the whole Academy community - students and staff ensure our ethos is lived out each day.
- A cohesive staff team who build strong relationships with students and each other.
- Compassionate leadership that is considerate of workload and well-being.
- Drama and Sport in particular form a huge part of extra-curricular offer. There are high staff and student engagement levels in life beyond the classroom.

### Development

- New staff are given a tailored induction programme and mentor.
- We invest in our staff through continued professional development. Our teachers are given time to regularly engage with ‘Walkthrus’ through drop-ins and coaching.
- Staff and students benefit from well-established partnerships with independent and state schools in Cheltenham.

### Extras

- Excellent facilities, featuring a modern, spacious building and advanced IT resources
- Access to our on-site gym
- Close to the M5
- Employee Assistance Scheme
- Free onsite parking including electric charging points
- Entry to Local Government or Teachers Pension scheme
- Cycle to work or Electric Car Scheme
- Newly refurbished staff room and hot desking area
- Eligible for Blue light Card and Discounts For Teachers
- Discount on Just Camps holiday clubs held in the Academy during school holidays
- Discount at Energie Fitness
- Access to Smart Clinic for staff wellbeing and support services
- Free eye tests for VDU users



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# Job Description

**Job Title:** Exam Invigilator

**Salary:** Grade 2 / Point 2

**Reporting to:** Lead Exam Invigilator and Leader of Examinations

## Core Purpose:

Assist in the administration of internal or external examinations.

Carry out a range of invigilation duties under the direction of the Examinations Officer.

Proactively support the activities and nature of a Church Academy with its Christian distinctiveness.

## Key Activities

Provide appropriate support to students and staff during external exams.

Provide information as requested by the Leader of Examinations regarding the conduct and activities before, during and after exams.

To collect examination papers and materials as requested.

Remain vigilant, silent and active, performing no other tasks apart from invigilation and/or administration.

Do not intrude in students private exam space unless necessary.

To arrive at the nominated examination venue at least 30 minutes prior to the scheduled examination start time.

Ensure all persons entering the examination room sign in and do not remove any material.

To ensure that all candidates are supplied with the requisite examination question paper (s) and materials as supplied by the Leader of Examinations.

To be familiar with awarding body and Academy regulations for the conduct of the examination.

To ensure that candidates comply with any awarding body and Academy regulations at all times and to formally and promptly report any breach of those regulations to the Leader of Examinations.

To maintain the security of examination papers and/or candidate scripts before, between and following the examination.

To deliver completed candidate scripts and exam materials as requested.

To comply with all directions issued by the Leader of Examinations.

Report late arrivals immediately.

Report if a student warrants special consideration because of illness during the exam and manage this process if needed.



# Job Description

## **Key Activities (continued)**

In an emergency evacuation situation, clear the room leaving all materials behind, keeping students together in silence with the objective of returning to complete the papers.

Any general or administrative problems should be reported to the Leader of Examinations. Act in a professional manner at all times.

## **Accountability**

Remain up to date with External Examinations Regulations concerning invigilation, via information and/or training from the Leader of Examinations.

Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Reporting all concerns to the appropriate person.

## **Other Specific Duties**

All support staff will be expected to accept reasonable flexibility in working arrangements and the allocation of duties, in pursuance of raising student achievement and effective team working.

Support Staff will also:

Model the ethos and vision for the Academy continue personal professional development as required actively engage in the performance review process support whole Academy acts of worship and prayer for the day.

It is important that all staff recognise that they are an integral part of the Academy and have a duty to contribute to its overall effectiveness: both within their specific areas and beyond. It is the vision of the Academy to involve all support staff in the life of the Academy and in particular in supporting students as Tutors, Mentors and other appropriate ways. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task 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 and to undertake all duties reasonably requested by their line manager in a manner consistent with the vision of All Saints' Academy. The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.



## Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"><li>• GCSE grades A-C or 4-9 in English and Mathematics or equivalent qualification</li></ul>	<ul style="list-style-type: none"><li>• Safeguarding Training</li><li>• Other relevant qualifications relating to the role</li></ul>
Skills	<ul style="list-style-type: none"><li>• Ability to follow strict guidelines and procedures as set out by the examination boards</li><li>• Able to communicate and support young people effectively</li><li>• Show initiative and approach challenges with a positive attitude</li><li>• Organised and able to prioritise own workload</li><li>• IT skills (able to use Microsoft Office)</li></ul>	<ul style="list-style-type: none"><li>• Experience of working within an educational environment</li><li>• Experience of working as an Exam Invigilator</li></ul>
General	<ul style="list-style-type: none"><li>• Flexible and enthusiastic attitude</li><li>• Clear ability to relate to young people</li><li>• A commitment to a positive culture of learning</li><li>• Resilience to find ways to support and develop young people</li><li>• Excellent communication skills</li><li>• Ability to work well as part of a team</li></ul>	<ul style="list-style-type: none"><li>• Have ideas that you can turn into practice.</li><li>• Ability to self-review effectively and amend working behaviours as necessary</li><li>• Willingness to be an Academy First Aider for staff and students if required for the role</li></ul>





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For more information about us please visit  
our website and social media channels.

[www.asachelt.org](http://www.asachelt.org)



@asachelt