



Northstowe Learning Community Exam Invigilators (casual contract) Recruitment Pack



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Valuing People



High Quality
Learning
Environment



Pursuit of
Excellence



Extending the
Boundaries of
Learning



Achievement
for all

About Northstowe Learning Community

Principal: Dr Claire Mills



Welcome to Northstowe Learning Community and Meridian Trust. We are thrilled to have you join our team, and we look forward to continuing to inspire and support our students in their educational journey.

Northstowe Secondary College received its first-ever Ofsted inspection in 2023. The report, which came just four years after the school opened, praises governors, trustees, and leaders at the school for their "relentless desire to provide the very best education for all pupils."

The quality of education, behaviour and attitudes, and personal development were all rated 'Good,' with leadership and management considered to be 'Outstanding.' This gave the school an overall judgement of 'Good'.

Northstowe Learning Community, is part of a growing education offer which now

includes an expansion of the secondary school site to create 600 additional places.

There is also a new 400-place sixth form, 630- place primary school, and 78-place pre-school.

Northstowe Learning Community holds the three key values of Kindness, Curiosity, and Hard Work at the heart of all that it does. All staff are expected to demonstrate those values towards others and to explicitly teach these to the children.

Our college is firmly underpinned and supported by the ethos and values of Meridian Trust, and these include:

- Achievement for All
- Valuing People
- A High-Quality Learning Environment
- The Pursuit of Excellence
- Extending the Boundaries of Learning



Northstowe Learning Community is at the cornerstone of the new town of Northstowe. This unique town will have up to 10,000 homes, making it the largest new town in the UK since Milton Keynes.

Northstowe was designed to encourage active lifestyles, independence and happiness, providing excellent facilities for people to play, relax and enjoy sport.

To find out more about Northstowe, visit: www.northstowe.com.

Our Vision for Education in Northstowe

At the heart of Northstowe lies the Northstowe Educational Campus—a thriving *Learning Community Campus*.

We have an ambitious vision to establish Northstowe as a leading Educational Learning Campus, designed to serve people of all ages and abilities. More than just a collection of schools, the campus will act as a hub for lifelong learning and community engagement, playing a central role in building a sustainable and empowered local community.

Our ambition is to develop a true *all-through campus*, which brings together:

- **Martin Bacon Academy** – a state-of-the-art Area Special School (opened in 2020), supporting children and young people aged 3 to 19 with a wide range of complex and significant learning needs.
- **Nursery and Primary School** – providing an excellent foundation for early years and primary education.

- **Secondary School with Post-16 Centre** – including dedicated facilities for sixth form students.
- **Community Sports and Arts Facilities** – ensuring the wider community benefits from access to high-quality spaces for recreation, creativity, and wellbeing.

Significant progress has already been made:

- An extension to the existing Secondary College building was completed in **September 2024**.
- Construction of the new **sixth form** and **primary school** buildings was completed in **Spring 2025**.

For updates on build progress and to learn more about the future of the campus, please visit: northstowe.education



A Brief History

Meridian Trust, formerly known as Cambridge Meridian Academies Trust (CMAT), is a values-led Trust and has risen to be one of the highest performing academy groups in the country. Our Trust was first formed as an educational trust to create a federation of schools in 2006 with a desire to provide high quality and dynamic education for everyone, right in the heart of our community. Through various government policies, our commitment to collaboration has remained consistent.

Meridian Trust was formed in 2011 to deliver more widely on that clear vision to provide high quality and dynamic education for all at the heart of the communities we serve. Our steady growth since then reflects our commitment to the communities we serve and our track record of success. The period since 2018 has seen an increase in speed of growth as many long term projects matured and our relationship with Sharnbrook Academy Federation emerged.

We are currently a family of 35 academies (including 19 primary, 3 special, 12 secondary schools and 1 all-through). The secondary schools include a University Technology College, an Upper School, four 11-16 schools and six 11-18 schools. We also have 2 new secondary free schools in development. All within 20 miles of Cambridge and Peterborough and the main communication routes between. We merged with Cambridge Primary Education Trust to become the Meridian Trust in April 2022. In addition to operating schools, we are the home of the Cambridgeshire and Peterborough Teaching School Hub, and train more than 150 new teachers each year through Meridian Trust ITT. We retain a

strong commitment to growing and supporting staff throughout their training and career development. We have a proven track record of school improvement and transforming the lives of children and young people over the last 10 years.

Students thrive in Meridian Trust academies as a result of the implementation of our values, our successful and proven systems and our commitment to valuing people. We are among the highest performing multi-academy trusts in the country for student progress. Our academies are well-run and our staff benefit from excellent access to professional development.

Our commitment to the education system goes beyond just our own academies. We operate 'The Cambridge Partnership', one of the largest initial teacher training providers in the country which has recently merged with the SAF ITT, and 'Leadership East' these further strengthen our capacity and commitment to professional development. We also provide support through various SLAs to a number of other trusts and academies.

As a strong, regional multi-academy trust we currently operate schools across Bedfordshire, Cambridgeshire, Lincolnshire, Peterborough, and Northamptonshire. We are proud to have strong partnerships within all these communities.



Valuing People



High Quality
Learning
Environment



Pursuit of
Excellence



Extending the
Boundaries of
Learning



Achievement
for all

Trust Vision, Mission and Values

Our values and who we are:

Meridian Trust is a successful multi-academy trust founded on its commitment to people and communities.

Our proven approach over more than a decade has elevated us to a respected and admired academy trust, a national leader in education and a source of great pride to the communities we serve.

Every child is known, equally valued and supported to achieve their potential in all our academies. Every community we serve benefits from the facilities and services we provide.

Our staff benefit from strong networks, excellent career opportunities and a human approach where they are equally valued and supported.

We ensure that well-run schools retain and develop their distinct contextual identity, while sharing and contributing to Meridian Trust values, practices, curriculum approaches and operational systems.

Our Vision:

High-quality educational provision for all at the heart of local communities.

Our Mission:

To deliver, promote and inspire high quality educational provision in schools at the heart of their local communities so that:

- Young people become successful learners and confident, empowered individuals;

- Young people are encouraged to think for themselves and act for others, equipping them with the values, attributes, knowledge and skills to make a rewarding contribution to society;
- Every school is a hub for community activities, a centre for extended services and a source of immense pride for students, their families, and other local stakeholders;
- Our staff benefit from strong networks, excellent career opportunities and a human approach where they are equally valued and supported;
- Well-run schools retain and develop their distinct contextual identity while sharing and contributing to the Meridian Trust values, practices, curriculum approaches and operational systems.

The enactment of our values for staff:



Valuing People

Engaged, developed, supported, and consulted.



High Quality Learning Environment

Experts who strive for continual development. Collaborative networks, trusted to deliver.



Extending the Boundaries of Learning

Set ambitious goals and model what success looks like. Eager to improve.



Pursuit of Excellence

Make connections, provide opportunities. Generous and sharing of knowledge and expertise.



Achievement for all

Are accountable for the outcomes we contribute towards and strive for the very best.



Valuing People



High Quality Learning Environment



Pursuit of Excellence



Extending the Boundaries of Learning



Achievement for all

Why work for us

Meridian Trust aims to be the employer of choice for the communities we serve. Since 2010 we have nurtured and developed the careers of many people. You can read about some of those journeys in the 'Meridian Trust People' section of this website. We are committed to making a difference to young people's lives and the communities we serve. Help us make our mission a reality.

Benefits:

As a multi-academy trust of 30 schools, Meridian Trust can provide a wide network of opportunities for collaboration and career development for both teaching and support staff. With an initial teaching training facility and a teaching hub network within our Trust, there are ample opportunities to both, get into teaching, and develop within the profession.

- As well as the above we also offer:
- Unlimited access to CPD via Meridian Learning
- Free annual eye tests
- Access to a free Employee Assistance Programme, offering mental health and wellbeing support
- Unlimited value cycle to work scheme

To see the full range of benefits available, please visit [Employee Benefits – Meridian Trust](#)

How to apply

To apply please complete the online form on MyNewTerm. Your supporting statement should address and evidence the selection criteria detailed in the Person Specification.

Closing Date: 1st July 2026

Interviews: Candidates will be shortlisted and invited to interview as they apply.

Applying:

For any questions about the application process please contact the HR Officer on recruitment@northstowe.education

Meridian Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to satisfactory pre-employment checks including enhanced DBS disclosure. We are committed to diversity & inclusion and equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, race, religion or belief and marriage and civil partnerships. Meridian Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure and barring service check. We expect all adults who work for the Trust to share our commitment to safeguarding and the health and wellbeing of our students.

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Examinations Invigilator
JD Reference:	STD ED 23
School/Academy:	Northstowe Learning Community
Weeks:	Term Time only
Hours of work:	Casual – to be agreed with the exams office in line with the internal and external examinations timetable
Salary:	£14.22 per hour (Grade 3, Point 2, £12.69 an hour plus holiday pay)
Responsible to:	Examinations Officer

Role:	To invigilate a variety of internal and external examinations throughout the year.
Purpose of job:	Support the exams office by providing an efficient invigilation service.

Responsibilities and Accountabilities:

- Work at the direction of the Examinations Officer or Senior Invigilator
- Invigilate a variety of external and internal examinations throughout the year
- Collect question papers, stationery, and equipment from the Examinations Office
- Ensure the exam room is set out in accordance with Exam Board Regulations
- Complete seating plans and other examination related documentation
- Actively invigilate the examination in accordance with JCQ regulations and College guidelines to ensure that any cases of malpractice are reported to the Examinations Officer
- Always supervise and observe candidates and be vigilant throughout exams
- Collect answer and question papers and return to the Examinations Office
- Work flexibly within the examination timetable, covering unforeseen circumstances
- Attend invigilator training events and meetings throughout the year

Support for School/Academy/Place of work:

- Participation in staff events by arrangement
- Attend Staff Meetings
- Contribute and participate in Trust events and activities where possible

- Develop and maintain effective working relationships with other staff and parents/carers
- Adhere to the Trust values
- Follow school policies, practices, and procedures
- To contribute to wider school developments
- To undertake relevant CPD as necessary and to participate in the performance review of the post-holder and others as required

Data security:

- Act in accordance with legal provisions regulating confidentiality and security of data and information in accordance with GDPR regulations

Health and Safety:

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
- Co-operate with the Trust on all issues to do with Health, Safety & Welfare
- To work/operate all equipment within Health and Safety and other legal regulations, including risk assessments
- Physically able to undertake work and tasks set out in this job description
- Contribute to the maintenance of a safe and healthy environment

Continuing Professional Development:

- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to school/academy/place of work efficiency, which may lead to improvements in the day-to-day running of the Trust
- Participate in the annual appraisal system
- Undertake any necessary and identified professional development taking full advantage of any relevant training and development available, particularly when related to the use of ICT, for data management and record keeping
- Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice
- To maintain the ethos of the College by encouraging achievement and challenging mediocrity
- To always maintain confidentiality

Child Protection and Safeguarding

- The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder also has an implicit duty to promote the welfare of all children and young people

- To inform the Child Protection Officer of any issues relating to the safety and well-being of students

The post holder will undertake any other duties commensurate with the grade of the post, in consultation with the line manager.

This job description is subject to review and may be changed following consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

All staff will be subject to an enhanced check with the Disclosure & Barring Service

Updated: January 2022

**Person Specification:
Exams Invigilator**

Assessment Key:
A = Application Form
I = Interview

Education and Qualification		Essential	Desirable	Assessment
1	Good educational background with GCSE or equivalent in English Language	✓		A
Experience		Essential	Desirable	Assessment
2	Experience of supporting children in a classroom environment, including those with a range of learning needs or challenging behaviour	✓		A/I
Knowledge and understanding		Essential	Desirable	Assessment
3	Understanding of the education system	✓		A/I
4	Understanding of how children learn	✓		A/I

5	A sound grasp of the concept of inclusive practice	✓		I
6	Knowledge of the concept of confidentiality	✓		I
7	Awareness of child protection issues	✓		I
8	First aid certificate		✓	A
Skills and abilities		Essential	Desirable	Assessment
9	Skilled at making and sustaining positive relationships with children	✓		I
10	Able to work closely with pupils who are finding learning difficult, or those who have experienced a feeling of failure	✓		I
11	Excellent Organisation Skills	✓		
12	Ability to work to deadlines	✓		
13	Ability to communicate with students and staff effectively	✓		
14	Ability to be firm but fair at all times	✓		
Personal Qualities		Essential	Desirable	Assessment
15	Willingness to undergo further training and development	✓		I
16	Positive and enthusiastic approach towards work	✓		I
17	Ability to act on own initiative	✓		I
18	Kindness and empathy towards students and colleagues	✓		I
Child Protection		Essential	Desirable	Assessment
19	Support the Academy policies on safeguarding and child protection	✓		A/I
Other		Essential	Desirable	Assessment
20	Flexibility of working hours	✓		A/I

**EXAM INVIGILATORS
Required for 2026**

Salary: Meridian Trust Support Staff Pay Tables, Grade 3, Point 2 (£12.69 an hour plus holiday pay)

Hours of work: Casual – hours will be agreed with the exams office in line with the internal and external examinations timetable.

We are seeking kind, curious and hardworking individuals to join the Northstowe family and its team of exam invigilators to work across the secondary college and sixth form.

About Northstowe Learning Community (NLC)

Northstowe Learning Community brings together:

- An 11–16 secondary school (NSC)
- Northstowe Sixth Form (NSF)
- Northstowe Primary School (NPS)

Situated on the Northstowe Education Campus, NLC is co-located with the Trust's Martin Bacon Academy. This specialist provision provides an innovative experience for its sixth form students through full integration with the Northstowe Sixth Form. This creates a vibrant educational hub where inclusion, collaboration, and excellence are central to the student experience.

From September 2025, the school contains:

- One Reception and one Year 1 class (as the primary builds to its full 3FE (630 capacity)
- Approximately 760 students in Years 7–11 (as the secondary builds to its eventual 12FE 1800 PAN)
- Around 112 sixth form students (45 students in Year 13 and 67 students in Year 12). The Sixth Form will grow over time to reach its capacity of 400.

NLC continues to grow rapidly in step with the new town of Northstowe, which will eventually be home to around 30,000 residents accommodated in up to 10,000 homes. The school is deliberately designed to play a key role in the provision of community facilities to reflect the Cambridgeshire Village College ethos.

Our Journey So Far

Northstowe Secondary College opened in 2019 with its first Year 7 cohort of just 71 students. In September 2024, the addition of both primary and sixth form phases marked a major milestone in our development and the school was renamed Northstowe Learning Community to reflect its expanded and unified identity.

With the recent completion of Phase 2 of our building programme, NLC now features:

- An additional new specialist block for 11–16 education
- A state-of-the-art primary school building
- A purpose-built sixth form centre

Phase 3 will commence once further housing development is confirmed. Once complete, Northstowe Learning Community will be one of the largest schools in the East of England, with capacity for approximately 2,800 students from Reception through to Year 13. The campus aims to serve all ages and abilities, taking a lead role in bringing people together to create a sustainable and empowered local community.

Our Ethos and Vision

At NLC, we are committed to providing outstanding teaching and pastoral care, creating a culture where students work hard, enjoy learning, and thrive. Our dedicated staff are warm, approachable, and determined to give every child the best possible start in life.

As an Exams Invigilator, you will:

- Invigilate a mixture of large and small groups of students, providing support for students with exam access arrangements as directed.
- Ensure that strict guidelines are adhered to at all times.
- Contribute to the positive exam experience of all students.

The opportunity:

- To join our motivated, friendly staff and students in a highly-regarded multi-academy Trust with a strong community presence.
- To contribute to the culture where students experience a positive and enriching education.
- To work flexibly during examination periods.

The ideal candidate will have:

- Experience working with students or in a school environment.
- Outstanding interpersonal skills and the ability to communicate effectively with students.
- A thorough understanding of child protection and safeguarding matters.
- The school's core values of kind, curious and hardworking at the heart of everything they do.

About Meridian Trust –

Meridian Trust is a values-led organisation formed in 2011 that has risen to be one of the highest-performing academy trusts in the country. The Trust is founded on its commitment to a high-quality educational provision for all at the heart of local communities. Meridian currently operates primary, secondary and special schools across Bedfordshire, Cambridgeshire, Peterborough, Lincolnshire and Northamptonshire.

Meridian Trust offers a wealth of fantastic benefits for teaching and support staff which are highlighted below but are not limited to –

- Apprenticeship and CPD opportunities which allow you to gain specialist knowledge in a role you are passionate about developing in.
- Access to our benefits partner Vivup - benefits include an online GP, Lifestyle savings, support for mental health and wellbeing through the Employee Assistance Programme and many more
- Cycle to work scheme
- Teacher's pension scheme
- Healthcare benefits including free eye test vouchers and flu vaccinations
- Free on-site parking
- Discounts on a wide range of benefits from everyday essentials to holidays

To explore our full range of benefits, please visit <https://www.meridiantrust.co.uk/jobs-and-training/benefits/>.

How to apply:

For more information about the role please download the Applicant Information Pack below.

Applications must be submitted via My New Term. In line with safer recruitment practices, we are unable to accept CVs. If you have any questions about the application process or you would like to arrange a visit to the school, please contact Sarah Wakerley, HR Officer on recruitment@northstowe.education

Interview date: Applications will be shortlisted as they are received and suitable candidates invited for interview.

The Trust is committed to diversity and inclusion and equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, race, religion or belief and marriage and civil partnerships.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments will be subject to pre-employment checks, including an enhanced check with the Disclosure & Barring Service (DBS), as well as online searches.