



Application Pack

ACADEMY:	Manor Drive Secondary Academy
ROLE:	Lead Exams Invigilator
START DATE:	April 2026
SALARY:	£14.36per hour
HOURS:	Variable / casual
CLOSING DATE:	Monday 9 March 2026

**11-16 Non-selective, all ability
Secondary School**

**Headteacher:
Mrs J Sludds**





Four Cs Academy Trust

Dear Applicant,

We are delighted that you are considering applying for a role at Manor Drive Secondary Academy, part of the Four Cs Academy Trust. Our vision is to ensure that every student succeeds; build on what learners already know; make learning vivid and real; make learning an enjoyable experience; and enrich the learning experience that we offer.

The Four Cs MAT, became a legal entity in March 2017, and provides a framework for strong primary / secondary links, allowing skilled leaders and practitioners from all institutions to come together to enable students to flourish and achieve.

In September 2022 the Trust opened two new schools: Manor Drive Primary Academy and Manor Drive Secondary Academy.

The Trustees and Governors of the institutions are fully committed to celebrating the success of every child and providing excellence in the classroom. If you are interested in working for a forward-thinking Trust with a wealth of opportunities to work across sites and Key Stages, look no further. Successful new recruits can look forward to extensive support and professional development which can be translated into excellent outcomes for the young people which we serve.

For more information, please visit www.fourcsmat.org.uk





Message from Chair of Governors

Thank you very much for your interest in the post at Manor Drive Secondary Academy. This post is an exciting opportunity to work in a wonderful secondary school.

We want all our students to become independent and confident young people, who are sensitive to others, interested in the world around them and prepared for the challenges ahead.

The Governors have an important role in supporting the Headteacher in the delivery of a great education, framed by our core values: Knowledge, Strength, Respect and Ambition.

We are looking for colleagues who can lead by example, holding and articulating the Academy's vision and values and focusing on providing an excellent education for our students.

Thank you again for your interest in Manor Drive Secondary Academy and Four Cs MAT and I hope that the information contained within this pack provides information to help you to decide if you have the right qualities, skills and experience to apply for this exciting position.

Yours sincerely



Jonathan Theobalds
CHAIR OF GOVERNORS





Message from Headteacher

Thank you for your interest in the role at Manor Drive Secondary Academy.

Manor Drive is a very supportive school. Our students are very well mannered, respectful of each other and proud of their school. They are a pleasure to teach. Relationships with parents are constructive and parents are keen to support the school and the children's learning. The staff are highly skilled, with a wealth of experience and expertise. We are all determined to ensure that students make exceptional progress in all facets of their life. We are looking to appoint dynamic, enthusiastic and inspirational colleagues to join our growing team.

I hope that having browsed our website and reviewed the information provided you will be interested in applying for this post. If you have any questions or wish to arrange a visit to the school, please contact Penny Noble on pnable@manordrivesecondary.org.uk

This is an incredibly exciting time to join Manor Drive Secondary Academy to play a vital role of ensuring that we provide outstanding opportunities to the students in our school.

Yours sincerely



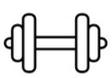
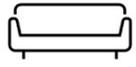
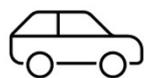
Jo Sludds
HEADTEACHER





Staff Wellbeing and Benefits

Manor Drive Secondary Academy is committed to attracting, developing and retaining top talent to achieve high performance. Vital to pursuing this aim is the recognition of employees for exceptional performance, behaviour and achievements. Our offer encourages such recognition of individuals and teams through a range of formal and informal methods. We are committed to encouraging positive work environments that promote the physical and mental wellbeing of our staff. The capability, capacity and comfort of our colleagues is a priority for us.

	All teaching staff, and some support staff (depending on role) are provided with a touch screen laptop with inking device.
	Staff gym with new facilities is available to all staff.
	Employee Assistance Programme is available to all staff which offers free legal, money advice and personal support and guidance.
	Staff wellbeing quiet room for use by all staff if required. We recognise that you may need time to reflect or 'take a moment' sometimes.
	Multiple staff rooms around the building.
	Free car parking on site.
	Seasonal and ad-hoc staff incentives such as Christmas Staff advent calendar, staff breakfasts, coffee mornings and other staff organised events.



Lead Exam Invigilator

The Manor Drive Secondary Academy is a brand new, oversubscribed school in the north of Peterborough, Cambridgeshire. The school is very much the centre of the local community and is situated amongst a thriving new housing estate. We welcomed the first cohort of 120 Year 7 students in September 2022. Manor Drive is an ideal place to enhance your career, in a small team with high expectations. Whilst being an innovative and dynamic Academy, we have traditional values and high standards both for our students and staff. Staff are extremely supportive with ambitions of exceptional outcomes for all.

We are looking to appoint a Lead Exam Invigilator to lead and oversee the Exams Invigilators during exams; laying out exam papers, stationery and equipment in accordance with strict procedures. The main role is ensuring that students do not talk once inside examination venues and that queries during exams are dealt with in accordance with set procedures. Full training will be provided.

What we can offer you:

- The rare and exciting opportunity to work in a new, growing school and be part of something from early in the school journey
- Strong focus on student and staff wellbeing
- Free staff parking
- Use of staff room space
- Staff gym
- Friendly and supportive colleagues.

We welcome questions from prospective applicants, please contact, Penny Noble by email: pnoble@manordrivesecondary.org.uk We reserve the right to close the job advert early should we receive a high number of applications.

Closing date for applications is 10am on Monday 9 March 2026

Manor Drive Secondary Academy is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments involve regulated activity and are subject to an enhanced DBS disclosure, Barred Check List and two successful references. Online searches are carried out on all shortlisted candidates.



Person Specification

You should be able to demonstrate that you meet the following criteria:

E = Essential, D = Desirable

Measured by:

A= Application Form, R = Reference, I = Interview

Qualifications and Training		
E	Grade 4 or above (or equivalent) at GCSE English	A
D	Experience of leading a team	A
Skills and Experience		
E	Good time keeping and organisational skills	A
E	Flexible approach to working hours	A, I
E	Ability to relate well to students	A
E	Ability to use own initiative	A, I
E	Ability to adhere to strict procedures	A, I, R
E	Excellent communication skills in English, oral and written	A
E	Ability to prioritise	A
E	Ability to remain calm	A
E	Strong interpersonal skills	A
E	Ability to gain the respect of the students	A
D	Previous experience of working as an Exam Invigilator	A
D	Previous experience working in education and / or administration	A
Personal Qualities		
E	Flexibility	I
E	Enjoys a challenge	I
E	Confident disposition	I
E	Team player	I
E	Sense of humour	I
Knowledge and Understanding		
E	Appreciation of the absolute confidentiality of information received in school	I
E	Willingness to undertake training as required	I
E	Commitment to promoting and safeguarding the welfare of all staff and students	I
E	Demonstrates empathy and concern for others	I
E	Shows respect for others' feelings, views and circumstances	I
E	Can demonstrate a flexible approach to the role	I
E	Seeks and uses professional support when needed	I



Job Description

Job Title	Lead Exams Invigilators
Responsible to	Exams and Cover Manager
Budget	None

Main Purpose

To take a lead role in ensuring the fair and proper conduct of examinations in an environment that enables a student to perform at their best.

Specific Duties

To take a lead role with the day-to-day operation of examinations and examination venues. This activity may include:

- Lead and oversee the Exam Invigilators during the exam.
- Distribute exam papers in line with Exam Board regulations.
- Assisting with setting up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures.
- Closely following and enforcing exam procedures and regulations.
- Assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues.
- Ensuring that candidates do not talk once inside examination venues.
- Ensuring candidates are notified of the start and finish time of their examination.
- Accurately recording start and finish times of examinations.
- Ensuring details of late arrivals and early leavers are accurately recorded.
- Ensuring that scripts are collected from early leavers.
- Ensuring that the attendance register has been completed.
- Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with procedures.
- Checking attendance during examinations.
- Recording details of late arrivals and early leavers and collecting scripts from early leavers.
- Escorting candidates from venues during the examination as required and supervising candidates whilst outside examination venues.
- Escorting candidates on toilet breaks ensuring no unauthorised material is consulted and that examination regulations are observed at all times.
- Collecting, collating and delivering scripts at the end of the examination in accordance with strict procedures.
- 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.
- Supervising candidates should exams clash.
- At the end of the examination session, ensuring the examination box is tidy and restocked.
- Developing and maintaining effective working relationships with staff and students.
- Contributing to a safe and healthy environment.
- Undertaking any training as directed by the school.

To assist Examinations staff and Lead Invigilators with other examination processes. This activity may include:

- Assisting with the packing of examination papers, stationery (sometimes heavy) and equipment prior to the examinations and the delivery to and from venues as appropriate;
- Assisting with the preparation of seating plans;
- Scribing for students with special needs.
- Undertaking all relevant training to keep up to date with guidance and procedures.