



St. Margaret Ward Catholic Academy Recruitment Pack

Exam Invigilators

Closing Date: Monday 23rd February 2026 (noon)

Interviews: TBC

A Message from the Catholic Senior Executive Leader

Dear Applicant,

Thank you for your interest in the position of Exam Invigilator at St Margaret Ward Catholic Academy which forms part of the St. Gabriel the Archangel CMAT. I am delighted to have this opportunity to introduce myself, to give some details about our Trust and to describe the kind of candidate we hope to appoint to this position.

St Gabriel the Archangel CMAT encompasses 64 schools across multiple local authority areas, with a mission to provide an outstanding educational experience, whilst ensuring long-term sustainability and growth aligned with Catholic educational values.

We are ambitious and seek to secure the very best outcomes for all our learners, developing pathways from Early Years to Post 16 and beyond. Our Catholic ethos is based around nurture and the ambition to drive outstanding achievement – this applies both to our students and our staff who strive to live their lives in the values of our Faith. Through excellent and effective professional development and an extensive pastoral programme, we create an environment which enables staff to enhance their practice and develop professionally.

Parents and stakeholders in our Catholic communities are at the heart of our learning partnerships. Our Directors and Governors are both supportive and challenging and all our staff are committed and dedicated to providing the highest standards of education for all of the children and young people in our academies.

We are looking for a dedicated and enthusiastic professional to join our highly skilled staff and to be integral in delivering outstanding educational experiences to all the young people.

I look forward to receiving your application and meeting you soon.

Yours faithfully,



Ian Beardmore
Catholic Senior Executive Leader



Our Academy



St Margaret Ward Catholic Academy

Our aim is to provide children, from all abilities and backgrounds, with the best possible opportunities for success. We aspire for all students to succeed through excellent teaching, uncompromising standards of behaviour and persistent unconditional care. Through the inspiration we find in the words and example of our three patrons, St Margaret Ward, Saint John Henry Newman and St John Baptiste De La Salle, we aspire to provide an education that produces responsible, compassionate, tolerant, courageous, and non-judgmental young people who live their lives with integrity.

As an Associate Lasallian school, the five core values of a Lasallian education are central to us; Faith in the Presence of God, Respect for all persons, Quality education, Inclusive community and Concern for the poor and Social justice. Inspired by these words of John Baptiste De la Salle; 'Teaching minds, touching hearts, transforming lives', we have developed a challenging knowledge centered academic 'Teaching minds' curriculum and a thorough 'Touching Hearts' curriculum that supports the holistic formation of each child in order to transform lives. Our mission therefore, is to educate their mind and heart and deliver an education for all our young people which will provide them with a broad range of choices and opportunities in the future. We proudly celebrate the high standards our students achieve in examination results, in the arts and in sport.

Academy Location

St Margaret Ward Catholic Academy - Little Chell Lane, Tunstall, Stoke on Trent. ST6 6LZ



Exam Invigilator job description

In a Catholic school the search for excellence is expressed in learning and teaching, which responds to the needs and aspirations of its pupils and acknowledges their individual worth as children of God.

Responsible To: Exams Officer

Hours:Casual

Job Purpose

We are seeking to employ a number of exam invigilators to cover the exam periods throughout the academic year. The post is on a casual basis invigilating GCSE and A Level from the beginning of May until the end of June, but there may be the requirement to support internal exams at other times of the year.

Work hours would be agreed ahead of the exam period, which fall during term time.

Key Duties / Responsibilities

- Setting out examination desks with question papers and related stationery
- Supervising the orderly entry and exit of candidates to the examination room
- Reporting any absentees to the Lead Invigilator/Exams Officer
- Invigilation of candidates during the examination
- Escorting candidates to the toilet, school office or medical room
- Supervision of candidates during rest breaks or due to examination clashes
- Reporting any irregularities or misbehavior to the Lead Invigilator/Exams Officer
- Collection of examination scripts and related stationery
- Completing the attendance register and checking all scripts have been collected.
- To ensure that all school health and safety matters are adhered to
- Any other duties as required by the Exams Officer

This is not necessarily a comprehensive list and may vary according to the type of examination being conducted.

Exam Invigilator person specification

We are seeking to appoint someone with the following attributes:

Essential Skills:

- Reliability, punctuality and a flexible approach to work
- Ability to relate to candidates yet maintain an air of authority · Ability to be firm, fair and impartial at all times
- Ability to work as part of a team and alone if necessary · Accuracy and attention to detail
- Ability to keep calm under pressure and when faced with unforeseen circumstances · Common sense and initiative
- Ability to judge when a decision is not yours to make
- Ability to communicate with candidates and members of school staff clearly and accurately · Ability to work to strict instructions
- Effective oral and written communication skills
- To promote the School's Equal Opportunities policy in carrying out all areas of the post.
- The post holder should have the ability to form and maintain appropriate relationships and personal boundaries with children and young people, in safeguarding and promoting their welfare.
- To have due regard to the Health & Safety at Work legislation in carrying out all aspects of the post.



How to Apply

If you decide to apply for this post, please complete an application form via My New Term. **CVs will not be accepted.** Your formal letter of application (supporting statement) should be **no more than 1,300 words** and should address:

- Why the post attracts you
- How your experiences and achievements match the job description and person specification.

St. Margaret Ward Catholic Academy will contact all candidates regarding their application and feedback will be given to all unsuccessful shortlisted applicants.

Key Dates

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Interviews: TBC

As part of our shortlisting process, St. Margaret Ward Catholic Academy will carry out online searches of shortlisted candidates. This will help us to identify anything in a candidate's online activity that would not be in line with our Trust's Ethos. Candidates should be prepared to talk about this at interview.

Job Description

This tells you the main responsibilities of the post and explains what we are looking for. It tells you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

Additional Information

Ofsted Reports: www.ofsted.gov.uk

Information about Staffordshire County Council: www.staffordshire.gov.uk

Information about Stoke City council: www.stoke.gov.uk

A copy of the most recent inspection report, and copies of the Safeguarding and Safer Recruitment Policies can be found on the Academy website: <https://stmargaretward.co.uk/>



Benefits of Joining the St Gabriel the Archangel Catholic Multi-Academy Trust

- Great employer pension scheme (Teachers' Pension Scheme and Local Government Pension Scheme)
- CMAT recognition of national terms and conditions for teaching and support staff
- Valuable access to EAP
- Family friendly policies, including the opportunity to request flexible working, occupational maternity and paternity pay
- Free flu jabs
- A firm commitment to the Education Wellbeing Charter in all our schools

