

CANDIDATE INFORMATION PACK



Invigilator (casual contract)

Part Time during Exam Season

Closing date: 9am 13th April 2026

Interview Date: TBC

Start Date: TBC

Welcome from the Headteacher



I am proud to welcome you to Belle Vue Girls' Academy. We are a long-established and highly successful academy with a thriving Sixth Form, providing an exceptional quality of education for girls aged 11 to 18.

At Belle Vue, we are committed to providing an exceptional educational experience for all, empowering our young people to become confident learners, confident communicators, and confident future citizens. We expect nothing but the best, from everyone, for everyone.

Our students are highly motivated, ambitious and aspirational. They are excited by learning and value the extensive opportunities we provide for academic and personal development. They get involved in exciting and enriching activities and experiences and develop as leaders and young citizens. We expect excellent attendance and punctuality, and for students to always behave in a respectful and courteous manner. Our high standards mean that our academy is a safe and happy place for all students to learn, and that all students can fulfil their potential.

Our staff are driven by ambition, aspiration, and excellence. They have the highest of expectations of all and work hard to ensure every student achieves aspirational academic outcomes, with personalised support, care and guidance at every stage of their journey. Our staff believe in and champion our students, we ensure no student is ever left out or left behind.

Our high expectations and the exceptional quality of education our girls receive means that our students make excellent progress. Our track record is consistently strong, with student progress consistently above Bradford and national average. In the Sixth Form, outcomes are equally strong with students achieving excellent Academic and Applied Vocational qualifications which allow them to progress to the next stage in their education with confidence. Our girls work hard for their success, and we are very proud of them.

I would like to invite you to explore our website to find out more about us and the achievements of our remarkable students.

Mrs. Deborah Anness

Headteacher

Exam Invigilator (casual contract)

Part time during exam seasons
£12.65 per hour plus holiday pay

For full details please contact Nichola Laidman, Academy Executive Assistant,
nichola.laidman@bvga.bdat-academies.org

Closing Date: 13 April 2026

We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. All posts are subject to an enhanced criminal records check via the Disclosure and Barring Service (DBS)

Job Title: Exam Invigilator

Accountable to: Line Manager

Purpose To provide a truly exceptional educational experience for all, working with the Head of Faculty to enable each of our learners to become academically, socially, culturally and emotionally fulfilled young people, ready to take their place in the world.

- Hand out appropriate question papers to candidates
- Read out examination instructions and any other pre-examination information. Ensuring silence is maintained and candidates follow given instructions.
- Record examination start and finish times
- Instruct candidates to begin examinations
- Complete registers as required
- At the end of the examination, collect candidate and question papers in accordance with instructions.
- Instruct candidates when they are permitted to leave the examination room and ensure their proper conduct in so doing
- Supervise the examination room, ensuring no candidate has forbidden items and removing any found. Reporting if needed.
- Maintain the security and confidentiality of the exam.
- Set up the exam room as required and complete the necessary exam room checks

Be aware of any additional needs that the candidates may have.

Attend training when required

When absolutely necessary, escort candidates to the toilet

To consistently implement all academy policies.

· To report any safeguarding concerns immediately to a Designated Safeguarding Lead.

· To carry out any other reasonable duties as requested by the Headteacher.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.

PERSON SPECIFICATION

Category	Essential	Desirable
Qualification and Training	Good general education including G.C.S.E (or equivalent) Maths & English Grade C/ 4 or above.	
Experience	Experience of working with young people .	
Knowledge and understanding	<p>Able to follow school's safeguarding procedures and recognise when to report any concerns.</p> <p>Accuracy and attention to detail</p> <p>Flexible approach to work</p> <p>Ability to communicate with candidates and members of staff clearly and accurately.</p> <p>Ability to work to predetermined instructions.</p> <p>Effective oral and written communication skills</p> <p>Ability to follow recognized procedures and policies.</p> <p>Good organisation, time management, communication and interpersonal skills</p> <p>An understanding of safeguarding and child protection</p>	<p>Experience of working in administration</p> <p>Experience of working in an educational setting</p>

Attitudes and Responsibilities	<p>Conscientious and committed to high personal and professional standards.</p> <p>Skilled at building and forming productive working relationships.</p> <p>Enthusiastic about education and learning</p> <p>Able to work calmly under pressure.</p> <p>Works well with colleagues and contributes effectively to the team.</p> <p>Abides by the academy's policies</p>	
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How to Apply

Our aim is to ensure that we recruit the right person for the job. We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, sex, marital status, or sexual orientation. The person specification sets out the criteria used to assess candidates through the selection process.

We are committed to safeguarding our pupils and will assess the candidate's suitability for working with children as part of the selection process. We will check the accuracy of all information and investigate any perceived anomalies. We take up references prior to interview and use these to verify the information you have given us. Firm offers of employment are never made without satisfactory references. All potential employees are subject to an enhanced disclosure form the Disclosure and Barring Service.

Applications

Please ensure that all parts of the application are completed. We do not accept CVs as part of the selection process. Please ensure that you demonstrate how your experience and skills make you suitable for the position. Applications can be submitted online via www.mynewterm.com

Shortlisting

We assess all applications against the person specification criteria using the evidence you provide in your application. This is done by a panel of senior staff and governors. We carefully check all applications for anomalies. Candidates who best meet the person specification will be invited to an interview. We will notify you by telephone with e-mail confirmation to follow. If you have not heard from us within 3 days of the shortlisting date, you have not been successful at this stage.

References

We request references for all candidates who are invited to interview. Requests will be made at the same time that candidates are invited to interview. Your first referee should be your current or last employer.

Interview Process

The interviews will be held at Belle Vue Girls' Academy. The interview will consist of several tasks and activities including a formal interview. These are designed to allow you to demonstrate your skills and abilities. You will be asked to bring proof of qualifications and identity on the first day.

Final Selection

Following the tasks and formal interview, we will use the person specification as a guide to select the most suitable candidate for our school. We will then telephone each candidate to inform them of the outcome. We will give brief feedback during this telephone conversation.

Offer of Employment

We will make a verbal offer of employment by telephone on the day of the interview, and this will be confirmed in writing. Any offer is made subject to:

- References satisfactory to us
- A satisfactory DBS check
- Provision of proof of identity and qualifications

Probationary Period

First school term of employment with BDAT.

Timeline

Closing date: 9am 13 April 2026

Interview date: TBC

About BDAT

Belle Vue Girls' Academy is an academy within **Bradford Diocesan Academies Trust**. If you are successful in being appointed, the Trust will be your employer.

General Information and Background

Bradford Diocesan Academies Trust (BDAT) is a Multi-Academy Trust (MAT) supporting 21 schools in Bradford. We are a Trust which prides itself on delivering great education outcomes and life opportunities for all our children. We are an inclusive Trust working with children from a rich range of backgrounds who reflect our communities and the city we serve. We are proud to be all about Bradford and developing the future generation of lifelong learners who will go on to achieve incredible things.

BDAT is a Trust which recognises that each of our schools is unique. We actively encourage and celebrate difference as we know each of our schools serves very different communities. However, we also know that a key strength of being part of a Trust means together our schools can support each other, learn from each other and share great practice. As importantly we know from working our way through the COVID pandemic, that a problem shared really can be a problem halved, and by working together we can save ourselves time, money and lots of duplication of work.

We are a Trust which is value-led, and we know it is important that we consistently live these values. The Trust's mission is **"to provide education of the highest quality within the context of Christian belief and practice."** We strongly believe every child only has one chance at a good education.

Our core Trust values are **inclusion, compassion, aspiration, resilience, excellence (I.C.A.R.E.)**. We seek to model these values in all we do, including how we recruit and develop our staff, how we teach our students and how we liaise with our families, friends and partners. We are a proudly Christian organisation committed to providing high-quality education for all within our ethos. Whilst robust Christian principles underpin the work of the Trust, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. We describe ourselves as having inclusive values believing these are as appropriate and important to staff and students of all faiths (and to those without faith) as they are to those who practice within the Church of England. It is for this reason we choose to support and sponsor Non-Church of England Academies, as well as those within the faith. Therefore, we welcome applications for this role from employees of all faiths as long as they understand and can promote the values which we share.

BDAT is a large Trust, however we pride ourselves in knowing and understanding our schools. We are all part of the BDAT family, and we all have the same motivation – to see our children succeed. For more information visit our website www.bdat-academies.org

BDAT's Mission, Vision and Values

Our mission:

"At BDAT we want every child to have a happy and high-quality education enabling them to grow and flourish during their time at school."

Our vision is:

"We will provide schools that develop student competence, confidence and character, driven by local community context and inclusive Christian values, ensuring every student achieves their academic potential and leaves our Trust prepared for the next stage of their life journey. We want BDAT schools to be schools of choice for the diverse and special communities we serve.

We will recruit develop and retain highly skilled staff dedicated to making sure our children and young people have every chance to succeed."

Our values are:

