



Stamford Welland Academy

Exam Invigilator

Recruitment Pack



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About Stamford Welland Academy



Headteacher: Mrs Vicky Lloyd

I am proud to be the Principal of Stamford Welland Academy where every child is known, valued, and supported to achieve above and beyond their potential. SWA has grown significantly in the last few years into the 'school of choice' for Stamford and the surrounding areas. We have a reputation for genuinely caring for the young people we teach and nurturing them to become the best version of themselves. Parents recognise the exceptional pastoral care that we provide and combined with superb teaching; we offer a truly 'whole' education for young people. This approach has resulted in not only fantastic GCSE results, but perhaps more importantly, young people who feel confident, happy, safe, members of our school family.

Our curriculum in each subject is carefully crafted and sequenced to ensure all students make progress regardless of starting points. Our subject leaders are experts and enthusiasts bursting to take our students on exciting journeys through each curriculum area.

As an inclusive school, there is superb support for those with additional needs and as a result, they achieve excellent outcomes.

A school which offers the very best standard of teaching, across a wide range of subjects, to children of all abilities and backgrounds

A school where all children, regardless of ability, achieve above and beyond their potential

A school where young people are proud to attend, and staff are proud to work at

A school where every child is valued – regardless of their background or ability

A school where all talents are nurtured and valued – every child has something to offer the world, it's our job to discover and nurture whatever that may be

A school which prepares young people for life beyond Stamford – not just academically, but as 'whole' people ready to contribute to society

A school where positive character traits are explicitly taught, recognised and rewarded, and given equal status as the academic curriculum

A school which is so much more than an 'exams factory'

A school where the parallel curriculum contributes extensively to the students' education and experience

confident, well-educated and well-rounded members of society



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 30 academies (including 14 primary, 3 special and 13 secondary schools). 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.



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.



Pursuit of Excellence

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



Extending the Boundaries of Learning

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: Sunday 18th January 2026

Interviews: ongoing

Applying: MyNewTerm/Dfe

For any questions about the application process please contact:

Email:

recruitment@stamfordwellandacademy.org

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.



Valuing People



High Quality Learning Environment



Pursuit of Excellence



Extending the Boundaries of Learning



Achievement for all

JOB DESCRIPTION AND PERSON SPECIFICATION

| | |
|-----------------|----------------------------------|
| Job Title: | Examinations Invigilator |
| JD Reference: | STD ED 23 |
| School/Academy: | Stamford Welland Academy |
| Weeks: | Casual Term Time |
| Hours of work: | Casual |
| Salary: | £12.69 per hour plus holiday pay |
| Responsible to: | Examinations Officer |

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|-----------------|--|
| 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

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| Person Specification: Exams Invigilator | Assessment Key: A = Application Form I = Interview |
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| 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 |