



THE DEAN ACADEMY

Preparing you today for a successful tomorrow



RECRUITMENT PACK FOR EXAM INVIGILATORS/ LEAD INVIGILATOR





Welcome to the Athelstan Trust.

Our Multi-Academy Trust is an organisation in which children, staff and parents can feel part of a caring, collaborative and excellent community.

We are a Multi-Academy Trust of six secondary schools and four primary schools across Wiltshire, Gloucestershire and South Gloucestershire. We were excited to welcome two new primary schools in the last few months and from October 2025 another secondary school. This will further enrich our collaborative strengths.

Established in 2015, the Athelstan Trust aims to achieve the best for, and from, each child. We enable each child to realise their full academic, creative and physical potential and to develop positive social and moral values.

Believing that successful schools are rooted in their local community, we respect and value the individual nature and ethos of our schools while knowing we are more effective when we work together and support each other. Celebrating spiritual and creative diversity, success, and lifelong learning is important to us. We are inclusive and collaborative and promote a culture of openness and integrity.

We are absolutely committed to raising educational standards for all the children in our schools. We believe in developing the talents and skills of all our staff and students.

We seek applicants who share our vision and values.

We look forward to receiving your application.

Best wishes,

Matthew Evans
Chief Executive Officer





Our Philosophy as an Employer

The Athelstan Trust is absolutely committed to raising educational standards for all the children in our schools. In order to do this, we need to recruit the best staff who are committed to our vision and values.

We aim to be the employer of choice in our area and genuinely believe that all roles in our organisation can be carried out within a flexible working model. Working in schools should be seen as part of a rich fulfilling life and not a barrier to it. We will always consider a flexible working option for every post.

We understand that we need to support staff to achieve our goals and have in place a professional development programme that offers internal and external opportunities to develop the talents and skills of all our staff.

Why work for us?

Internal career opportunities

Personalised professional development and training

Employee assistance programme

Flexible working opportunities and a genuine commitment to family and work/life balance

Nationally negotiated cost of living pay

Automatic enrolment to the teacher or local government pension schemes

Generous holiday allowance for support staff

Recognition of local government continuous service

Cycle to Work scheme

Discounts at local gyms





Dear Candidate,

Thank you for the interest you have shown in joining our school community here at The Dean Academy as an Exam Invigilator/Lead Invigilator. We are one of the most improved schools in the South West and we are driven by becoming the outstanding local school of choice for all families and staff. Situated close to the border of Gloucestershire and Monmouthshire in an area of outstanding natural beauty, we are looking to appoint a leader who is highly effective, resilient, and motivated.

We are a school that has been on an incredible journey of improvement. Our continued and sustained improvement in GCSE outcomes over the last 4 years coupled with a rich extra-curricular offer highlight the impact of our hard work to raise standards and offer the very best opportunities for the students. We are a fully inclusive comprehensive school whose student numbers have grown rapidly in recent years and we now have approximately 820 on roll. This dramatic increase in scale brings amazing opportunities for everyone involved in our community and it is a very exciting time to be thinking about joining our organisation. We look forward to hearing from you if you think you could make a difference and have something special to bring to a school that “set a clear and ambitious expectation that all students achieve well and thrive.”

If you choose to join our team and work with us at The Dean Academy we can offer:

- An exciting career in a rapidly improving, highly ambitious workplace
- The chance to join an incredibly supportive group of colleagues, leaders, local governors and Trust leaders
- A personalised coaching programme so you can fulfil your potential
- The opportunity to work collaboratively within The Athelstan Trust
- An opportunity to work within our truly comprehensive school and become an integral part of the school and local community

Please feel free to contact the school for a tour as you consider your application, and we look forward to meeting you!

Hannah Rowlands
Headteacher





Exam Invigilators/Lead Invigilator

Exam Invigilators - Casual Point 3 (£24,796) - £12.85 per hour, pay rise pending
Lead Invigilator – Casual Point 4 (£25,185) - £13.05 per hour, pay rise pending

Start Date: November 2026

We are seeking to recruit Exam Invigilators and a Lead Invigilator to support the Examinations Officer with the smooth running of exams throughout the academic year. This is a Casual Contract

The purpose of the role is to ensure that the examinations run smoothly and the best possible conditions are met for examining candidates and ensuring that the examination board regulations are observed at all times.

No specific examination experience is necessary (training will be provided) however an understanding of the formality and importance of the examinations should be appreciated.

Essential requirements are excellent organisational and interpersonal skills; the ability to handle situations in a calm and logical manner and to work independently as well as part of a team while supporting and taking direction from the Examinations Officer.

Sessional work as and when required. However, applicants must be available between May – June inclusive.

The Dean Academy is proud to be part of The Athelstan Trust and benefits from collaboration and challenge. The Athelstan Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check along with standard pre-employment safeguarding checks. As the role includes working with children, it is exempt from the Rehabilitation of Offenders Act 1974. Applicants must, therefore, disclose all spent and unspent convictions. References will be sought for shortlisted candidates before interview. Please also be aware that you will be subject to an online check and that you may be questioned about the findings of such a check at your interview.

We are a flexible working employer, and we are willing to make any reasonable adjustments you require during your interview so please ask us.

Closing Date: Friday 18th September 2026, 12 Noon —Interviews To be confirmed

THE ATHELSTAN TRUST



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Applications will be considered as they are received; we reserve the right to make an appointment prior to the closing date.





Job Description: Exam Invigilators/Lead Invigilator

Hours of work: Sessional work as and when required. However, applicants must be available between May – June inclusive.

Job Purpose:

To oversee and supervise examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions.

1. To support the Examinations Officer and to assist with the day to day operation of examinations during and occasionally prior to examinations taking place.
2. Assist with setting up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures.
3. Read any additional information supplied.
4. Invigilators should report to the designated examination room not less than 15 minutes before the start of the examination.
5. Assist candidates prior to the start of examinations by directing them to their seats.
6. Ensure that candidates do not talk once inside examination venues.
7. Remind candidates to write in black ink.
8. Remind candidates to complete the front sheet with name, their number, centre number etc.
9. Advise candidates when they may begin and how much time they have when directed by the Senior Invigilator.
10. Check attendance during examinations and inform the Attendance Officer as soon as possible of absentees.
11. Record details of late arrivals.





12. Invigilate during examinations, deal with queries raised by candidates and deal with examination irregularities in accordance with strict procedures.
13. Invigilators must be vigilant and walk around the room at regular intervals to prevent cheating and distractions.
14. The invigilators should respond promptly to any request from a candidate for writing paper (another answer book, not loose sheets, must be provided). Candidates must request assistance of any sort by raising their hands.
15. An invigilator will not leave the examination room for any reason during the examination unless relieved by a replacement invigilator.
16. Invigilators must remain in the room until the examination is completed.
17. Support students with entitlement to access arrangements – reading/scribe as instructed by Exams Officer.

At the end of the examination:

1. The invigilators shall announce when there is five minutes left to the end of the examination.
2. Candidates shall be told to cease writing and to ensure that each answer book used is identified with their registration number and to tag together books where there is more than one.
3. Candidates must remain seated and silent until all the material to be assessed has been collected.
4. Invigilators collect and collate scripts at the end of the examination in accordance with strict procedures.
5. Supervise candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave the venues in an orderly and quiet manner.
6. Completed answer books should be taken to the Examinations Office at the end of the examination.





7. Any more detailed reports of incidents which have occurred during the examination should also be completed and submitted to a senior member of staff, immediately after the examination.
8. Occasionally you may be asked to complete attendance registers and pack examination papers for sending to examination boards.

We are responsible for promoting and safeguarding the welfare of students at the school.

Other Duties

The postholder may be required to undertake training and perform duties other than those given in the job description. The duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not justify the re-evaluation of a post. Where a permanent and substantial change in the duties and responsibilities occurs, then the post would be eligible for re-evaluation.





EXAM INVIGILATORS/LEAD INVIGILATOR – PERSON SPECIFICATION

Essential	Desirable
Experience of dealing with young people	Previous exam invigilation experience
Well organised and calm under pressure	Awareness of the UK curriculum
Able to work flexible hours	
Aware of confidentiality issues	
Works well in a team	
Attentive to detail	
Commitment to the safeguarding and promotion of welfare of young people	

