



John Mason School

Abingdon Learning Trust

Invigilator
RECRUITMENT PACK

November 2025



John Mason School
OPPORTUNITY | RESPECT | DETERMINATION

About

ABINGDON LEARNING TRUST

At Abingdon Learning Trust, our vision is to nurture curiosity, ambition, resilience, and courage. We support a deep-rooted compassion for others and our world, enabling choices and opportunities for a happy and successful life. This vision encompasses every child, pupil, student and member of staff.

Why Work for Us? At Abingdon Learning Trust, we believe that our people are our greatest asset. We are dedicated to creating an environment where every member of staff feels valued, supported, and inspired to achieve their best.

A People-Centric Culture. We are passionate about making a positive difference in the lives of children and young people. Our inclusive culture embraces equality and diversity, ensuring that everyone is treated with fairness, dignity and respect. You will be part of a community that values your unique contributions and supports your professional growth.

Empowered Local Leadership. We trust our local school governors and leaders to make the best decisions for their schools. This means you will have the autonomy to innovate and tailor your approach to meet the needs of your students and community. Each school within our Trust has its own unique ethos, yet we all share the same core values.

A Long-Term Vision. We are focused on preparing the next generation for the future. Our long-term view goes beyond immediate test and exam results, emphasising the development of skills and capabilities that will benefit our pupils throughout their lives. Join us in our mission to create a sustainable future with our net zero ambitions for 2035.

Investment in the Future. At Abingdon Learning Trust, we are committed to investing in our staff and our schools. You will be part of a forward-thinking organisation that values innovation and continuous improvement. Together, we can make a lasting impact on education and the wider community.

OUR VALUES

QUALITY to create an outstanding learning community, including strong leadership and governance

OPPORTUNITY to provide the best opportunities for all children to reach their full potential

COLLABORATION to support a shared commitment and dedication to learning

AMBITION for continual improvement and to strive for excellence in all we do

COMMUNITY to be an active participant in our community, leading and supporting initiatives for the benefit of all members of society

Further detail can be found on the *Abingdon Learning Trust website*.



JOB DETAILS

POST OF:

AT:

SUMMARY OF ROLE:

COMMENCEMENT:

CONTRACT TYPE:

SALARY:

Invigilator

John Mason School

Assist in the smooth running of GCSE, A level and internal exams during exam season

ASAP

Casual contract, part-time

Grade 4, point 4 - £14.63 per hour

Letter from the CHAIR OF LOCAL GOVERNORS

On behalf of the Local Academy Committee, I would like to thank you for your interest in working at John Mason School.

If you join the school, you will become part of a school community focused on continuing an improvement journey with the ambitious goal of improving the life chances of all the learners we serve and on living our values of opportunity, respect and determination.

As governors drawn from the local community, we are committed to challenging the school to be the best it can be and united in our support of the school's staff as they take improvement plans forward and help students achieve success.

We are proud of our school and its goals; encouraged by professional development programmes that support staff and governors; and excited by the possibilities that come from a strong partnership between students, parents, staff and colleagues across Abingdon Learning Trust. I hope that you too will be inspired by the opportunities that John Mason provides.

We look forward to receiving your application

Lynn Fathers
Chair of Local Academy Committee



Introduction to JOHN MASON SCHOOL

John Mason School is an oversubscribed 11-18 comprehensive school in the riverside town of Abingdon. John Mason has a long history of opportunity-driven learning – at The Welsh Farm, on Duke of Edinburgh expeditions, on the sports field, or in the creative and performing arts. We know that our pupils learn more about themselves and each other when interacting in this way, growing resilience and confidence to take into the classroom.

The school is one of three comprehensives in the town and we work together, as part of the OX14 Partnership, and within our Trust family of schools. This gives us a local network of support in all that we do. We have a joint sixth form (JMF6) with Fitzharrys School, which is half a mile away, allowing us a broad and ambitious post-16 curriculum as well as opportunities for collaboration of teachers.

Across all year groups we offer a broad and balanced curriculum, which reflects our commitment to a well-rounded education that ensures visible success for all learners. We are committed to high quality teaching and learning which is supported by our developmental lesson observations, learning groups which are dedicated to persistent classroom problems and subject specific professional development. In addition to this, we offer a wide range of career pathways and welcome our staff to request external training.

We are committed to the well-being of our community, both staff and students. Our well-being team support a range of activities throughout the year including active challenges, free flu-jabs and the occasional bake off. We also have our very own well-being manager to support colleagues when needed. However, we know well-being is not just about cake, which is why we foster a supportive environment where professional development and collaborative working is key to success.

We believe that high standards of academic achievement and consistently high expectations of behaviour provide children with the stable and calm environment in which to learn effectively. We expect the best of our teachers; they must be passionate about their subjects and committed to continuing to learn themselves. This is at the heart of our community.



DESCRIPTION

Experience

Experience is not required, as training will be provided, although applicants will be asked to declare if they have invigilated previously elsewhere.

The ideal candidate will:

- be flexible
- have effective communication skills
- be confident and a reassuring presence to candidates in exam rooms

Main duties

1. To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and John Mason School's instructions.
2. To play a "key role in upholding the integrity of the external examination/assessment process" [JCQ ICE 6]

Before exams

- To report to the exams officer prior to each exam session
- To keep exam papers and materials secure before, during and after exams
- To ensure exam rooms are set out to exam regulations
- To admit candidates into exam rooms
- To identify, seat, and instruct candidates in the conduct of their exams
- To distribute the correct exam papers and materials to candidates
- To deal with candidate queries

During exams

- To supervise candidates at all times and be vigilant throughout exams
- To keep disruption to a minimum
- To deal with emergencies or irregularities effectively
- To record/report any disruption or irregularities on the Daily Diary
- To complete attendance registers
- To deal with candidate queries

After exams

- To collect exam scripts in candidate number order
- To dismiss candidates from the exam room
- To check the exam papers have all been filled in correctly with candidate name and number on
- To securely return all exam scripts and exam materials to the exams officer
- To return the exam box and folder to exams officer



Safeguarding

The points below are a requirement for the postholder of this position:

- A knowledge and keen awareness of Safeguarding matters and an ability to demonstrate personal values and beliefs in accordance with the Trust's Safeguarding Policy
- Display commitment to the protection and safeguarding of children and young people
- A strong appreciation of child protection issues and the capacity of acting in accordance with the Trust's Safeguarding policy
- Reading, understanding and following all aspects of the Trust's Safeguarding policies and processes
- Comply with safeguarding training expectations

Your employment is directly with The Abingdon Learning Trust (the Trust). Your main place of work will be John Mason School but you may be deployed to work at any school within the Trust and carry out those duties that may be reasonably required in relation to such deployment. This will depend upon the role, timetabling and organisational needs of the schools in the Trust and your own individual professional development needs. Any change to your main place of work will be discussed and agreed with you, in advance.

Abingdon Learning Trust is committed to safeguarding children and young people. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check. The Trust is fully committed to the principles of equal opportunity, diversity and inclusion and welcomes applications from less well represented groups in the school and Trust. Posts in regulated activity are exempt from the Rehabilitation of Offenders Act (ROA) 1974 and all shortlisted candidates will be required to disclose information about their previous criminal convictions. All staff are expected to promote fundamental British values.



Person

SPECIFICATION

Attributes	Essential	Desirable
Relevant Experience	Experience in basic administration	Previous experience in invigilating or supervising examinations Experience of working with young people
Education and Training	Attainment of GCSE qualifications or equivalent	
Special Knowledge and Skills	Excellent communication skills Excellent verbal, written and oral skills	
Any additional factors	Meticulous approach to work Flexibility in approach to work Ability to remain calm under pressure or during unexpected circumstances Ability to listen and communicate effectively with students during exam conditions Reliable and punctual Ability to work to predetermined instructions Display an awareness and understanding and commitment to the protection and safeguarding of children and young people	



Terms of APPOINTMENT

The appointment will be made based on Oxfordshire County Council's Support Staff pay and conditions.

The appointment is for as soon as possible and is casual work, during exam season.

John Mason School and Abingdon Learning Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act.

A copy of the school's Safeguarding and Child Protection Policy is here: <https://www.johnmason.oxon.sch.uk/our-school/policies/>

Applicants must be willing to undergo all the relevant pre-employment checks as laid out in Keeping Children Safe in Education.

Person SPECIFICATION

The application window opens on Thursday 20 November 2025 with applications to be received by 12 noon Monday 5 January 2026.

Applications should be submitted online through our recruitment portal [My New Term](#)

Shortlisted applicants will be notified following assessment of applications against the person specification and job role requirements.

Interview date to be confirmed. Should a suitable applicant be found before the closing date the vacancy will close early.

Please do contact Jane Howse, Head of HR by email/phone jhowse@johnmason.school or 01235 466054 for an informal discussion about the role.

For further details of our recruitment process, please visit [our website](#).

We look forward to receiving your application.

Polite notice to Recruitment Agencies:

Please be aware that we do not accept unsolicited applications or CVs from recruitment agencies. Any unsolicited information sent to us will not be considered, and we will not be liable for any fees related to such submissions.

