



The Polesworth School

ENSURING EXCELLENCE

Dordon Road, Dordon, Tamworth, Staffs, B78 1QT
01827 702 205



Casual Exam Invigilators

Candidate Information



The Polesworth School

ENSURING EXCELLENCE

Dear Applicant,

Casual Exam Invigilators

Many thanks for your interest in becoming one of our Casual Exam Invigilators at The Polesworth School. There are a number of posts available and we are looking to commence these posts for the Summer 2026 examinations.

Polesworth is truly a community based comprehensive school. We have approximately 1500 students on roll which includes a large and thriving sixth form. We have extremely high standards and expectations and our ethos is underpinned by the three Rs of Ready, Respectful and Responsible.

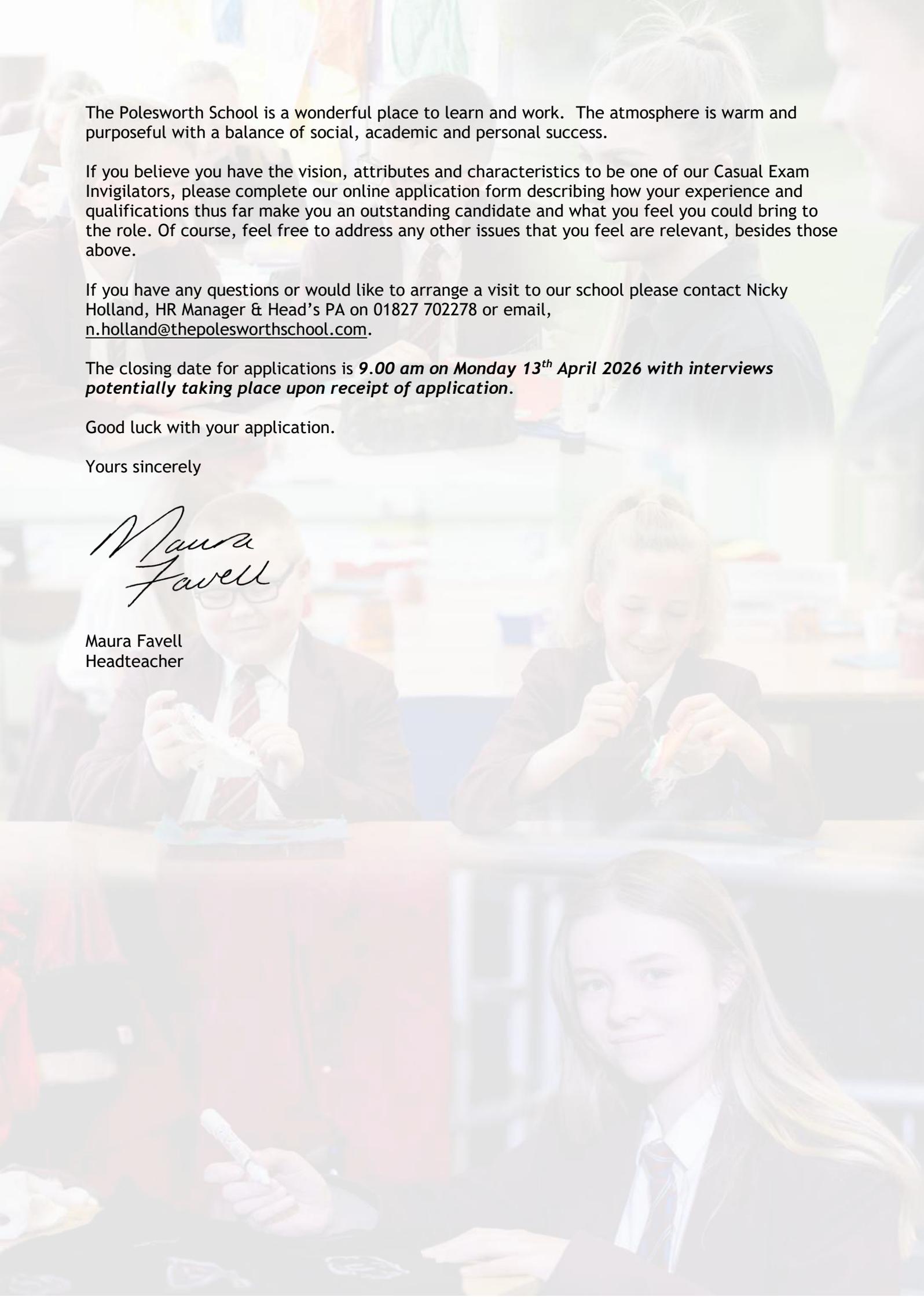
Staff work tirelessly to ensure that all students are able to develop their confidence, resilience and desire to achieve so that they become well-rounded and well-educated individuals who are able to contribute positively to society and realise their full potential.

Polesworth is heavily oversubscribed and comprises a staff of over 200 people. Our Strategic Leadership Team consists of the Headteacher, who is also the Trust Strategic Lead for Secondary Education, two Deputy Headteachers, three Assistant Headteachers, the SENDCO, Finance & Operations Manager and the HR Manager. Heads of Department and Heads of Year are line managed by members of SLT.

Pastorally, the school is organised horizontally with every student belonging to one of our four Houses: Arden, Stratford, Kenilworth and Warwick. There is a healthy rivalry across the Houses in a wide variety of activities. The House system supports our ethos of social, academic and personal achievement.

Key Stage 3 students study all National Curriculum subjects together with Personal Development. We teach French and German and all Year 7 students are taught in mixed ability and broad ability groups. In Year 8 broad ability grouping is sustained. Students follow a common core of English, English Literature, Maths, Science, RS, PE and Personal Development at KS4. In addition, they take option subjects according to the Pathway they have been allocated. Tomlinson Hall Sixth Form Centre offers a very wide range of 'A' Levels and vocational courses.

We have a great deal of experience in the further development of all our staff. Our appraisal approach is one of coaching under the banner of 'Growing Great People'. We operate under a Trust wide staff development programme entitled "Developing People" and our induction programme for all new staff is superb!

The background of the entire page is a faded, light-colored photograph of a classroom. In the foreground, a young girl with blonde hair in a ponytail is smiling and looking down at something in her hands. Behind her, a boy in a suit and glasses is also looking down. In the lower right, another girl with long blonde hair is looking towards the camera with a slight smile. The overall atmosphere is bright and positive.

The Polesworth School is a wonderful place to learn and work. The atmosphere is warm and purposeful with a balance of social, academic and personal success.

If you believe you have the vision, attributes and characteristics to be one of our Casual Exam Invigilators, please complete our online application form describing how your experience and qualifications thus far make you an outstanding candidate and what you feel you could bring to the role. Of course, feel free to address any other issues that you feel are relevant, besides those above.

If you have any questions or would like to arrange a visit to our school please contact Nicky Holland, HR Manager & Head's PA on 01827 702278 or email, n.holland@thepolesworthschool.com.

The closing date for applications is **9.00 am on Monday 13th April 2026 with interviews potentially taking place upon receipt of application.**

Good luck with your application.

Yours sincerely

A handwritten signature in black ink that reads "Maura Favell". The signature is written in a cursive, flowing style.

Maura Favell
Headteacher

Our Values & Vision

These are our values. They can be thought of as our 'non-negotiables' - beliefs, expectations and standards that underpin how we work with the young people in our care, and the community we serve. We believe that if we work in the context of these values, students will achieve more than they ever thought possible. They are also values that have evolved following a sustained period of success for the school.



Our Young People

We value three main types of achievement for our young people, and the vision for our school is that we ensure our students are empowered to achieve to a consistently outstanding level.

Social: They have developed and sustained excellent friendships and an ability to build mutual respect with others. They know how to behave and conduct themselves so that they are ready for the next stage in their lives

Academic: They have developed intelligence and a broad range of knowledge and skills that equip them for the next stage in their lives.

Personal: They have personal attributes and talents that have been nurtured at school often beyond the day to day planned curriculum. They have pride and confidence in who they are and what they can achieve. They have developed essential character virtues and a crucial sense of possibility.



Our Staff

All members of our staff community see themselves as learners. They are empowered to make decisions, be creative and to lead. Mutual respect pervades all relationship, working together to enhance professional growth and the consequent achievements of the young people in our care. All staff have clarity and certainty about the direction our school and trust are taking and be working on only a few initiatives at any one time with a sense of how their work is contributing to that vision. Staff co-operate with each other and are not in competition with each other - they are part of a team that ensures our schools are among the best in the country.

Casual Exam Invigilator

£12.65 per hour

Note: These are broad descriptions of the types of duties/activities expected at this level, for illustrative purposes. They are not intended to provide an exhaustive list of duties.

POST TITLE: EXAM INVIGILATOR (Casual) JEID REF: C0298

POST LEVEL: £12.65 per hour

BROAD DESCRIPTION

Ensures that exams/tests are carried out according to the rules set down. Works under guidance of the examinations officer or other senior members of staff.

DISCLOSURE LEVEL: Enhanced with separate Child Barred List Check

RESPONSIBILITY FOR OTHERS: The post has some impact on the well-being of individuals or groups (ie physical, mental, social, health and safety).

RESPONSIBILITY FOR STAFF: The post has no (or limited) direct responsibility for supervising other staff though may be expected to demonstrate tasks or advise/guide new employees.

RESPONSIBILITY FOR FINANCE: The post has no (or limited) direct responsibility for financial resources.

RESPONSIBILITY FOR PHYSICAL RESOURCES: The post has limited (or no) direct responsibility for physical resources, other than the handling and careful use of equipment (eg computer / PC).

TYPICAL TASKS

- To closely follow and enforce examination procedures and regulations as set by the Joint Council for Qualifications.
- To assist in the setting up of examination rooms, by laying out stationery, equipment and examination papers.
- To assist candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in the room.
- To ensure candidates do not talk once inside the examination room.
- To ensure candidates receive appropriate question papers and answer booklets.
- To check attendance with seating plans, informing the Examinations Office of any absentees.
- To ensure candidates are aware of necessary instructions before the start of an exam, including any erratum notices.
- To be vigilant during examinations, being aware of any needs that candidates may have during an examination, and dealing with queries raised by candidates in accordance with procedures.
- To record details of late arrivals and/or early leavers.

- To ensure there is no talking or disruption for the candidates once an examination has begun.
- To complete an Incident Report as necessary.
- To escort candidates on toilet breaks if absolutely necessary, ensuring that strict examination conditions are adhered to at all times.
- To collect answer booklets in order according to the seating plan and deliver them to the Examinations Office, observing security of materials at all times.
- To collect all other materials before candidates leave the room, ensuring they do not leave with any unauthorised material.
- To dismiss the candidates in a quiet and orderly manner.
- To assist in other activities as may reasonably be requested by the school.

Support for the school

- Contribute to the school's responsibility to safeguard and promote the welfare of children and young people.
- Contribute to the overall ethos, work and mission statement of the school.
- Undertake any other duties appropriate within the grading of the post, including wider support and cover as requested for other colleagues within the wider team.
- Contribute and participate in the Trust's Growing Great People programme.
- Positively contribute to the objectives and aims of Community Academies Trust

Safeguarding Children

The trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned by the Line Manager. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

English Duty -

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> No formal qualifications required 	<ul style="list-style-type: none"> GCSEs including Maths and English Willingness to engage with training
Professional knowledge and understanding	<ul style="list-style-type: none"> Excellent communication skills No previous experience required Ability to maintain strict confidentiality, working with sensitive information Ability to work effectively and supportively as a member of a team 	
Skills	<ul style="list-style-type: none"> Good timekeeping and organisational skills Ability to work with and manage students Ability to work with colleagues at all levels 	
Attributes	<ul style="list-style-type: none"> Planned and organised approach to tasks Commitment to further professional development Sensitivity and patience 	
Other	<ul style="list-style-type: none"> Commitment to safeguarding and promoting the welfare of children and young people Willingness to undergo appropriate checks, including enhanced DBS Checks Motivation to work with children and young people Ability to form and maintain appropriate relationships and personal boundaries with children and young people 	

Dear Applicant

Thank you for your interest in joining The Polesworth School and to make a real difference for young people. **The Polesworth School** is an important member of our family of community schools.

Our Trust originated as The Polesworth School Academy Trust and then became the Community Academies Trust after going into partnership with Birchwood Primary School in November 2012. The Trust has grown since 2012 and now comprises 3 secondary schools and 14 primary schools in Warwickshire, Staffordshire and Telford.

Community Academies Trust currently operates in three hubs in North Warwickshire & Staffordshire, Warwick, Stratford-upon-Avon and Leamington Spa and Telford & Wrekin.

Our trust is a values driven organisation, believing fundamentally in the talent of young people and is driven to ensure local communities have exceptional schools. Trustees have set strategic objectives for the trust. These ensure that the schools in our trust are:

- Focused on achieving outstanding academic, personal and social outcomes for the children
- Committed to the moral imperative of community school improvement and shared system leadership
- Mutually supportive and fiercely loyal to each other
- Equal partners with all other schools irrespective of their phase, size or achievements
- Multi academy trust minded - our schools celebrate the success of others as well as themselves and share accountabilities
- Financially disciplined and committed to fulfilling their delegated responsibilities to the best of their abilities under a robust governance arrangement.

This culture and ethos ensure the young people in our care benefit from expertise and support shared across all our schools so that we can maintain our attention to our children's individual talents and potential. I use this story to illustrate my own personal commitment to the children in our schools:

"As the old man walked the beach at dawn, he noticed a young man ahead of him picking up starfish and flinging them into the sea. As he caught up with the youth, he asked him why he was doing this. The answer was that the stranded starfish would die if left until the morning sun. The old man said that there were millions of starfish, and how could he possibly make a difference. The young man looked at the starfish in his hand and threw it into the waves to safety "it makes a difference to this one" he said.

The main message from this story is clear - children will thrive if we all make sure we focus on them as individuals, get to know them well, meet their needs and be ambitious for them.

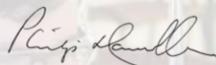
Our schools are orientated around ensuring excellent provision and are constantly reflecting on what is best for our professionals' working environment and for the young people in our care. All of us at our Trust want the children to achieve socially, personally and academically and leave school with a crucial sense of possibility - vital for success in life.

When you work with us, we are also keen that you will grow as a professional and benefit from our culture of professional development. Your wider professional development is very important to us and we have the capacity through our trust policy 'Growing Great People', trust school professional networks and the trust wide Institute of Education to support you in your work and career.

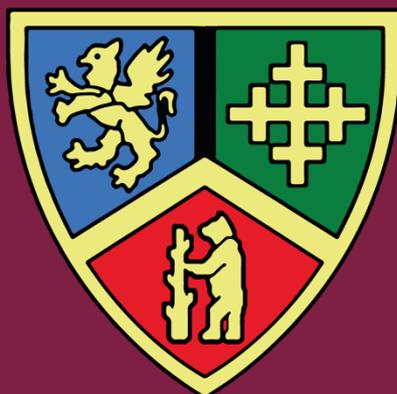
If you feel the trust is an organisation you would like to join and you can contribute to our future success, further information is available on the school website - www.thepolesworthschool.com/vacancies where you will find a link to our recruitment portal. We intend to carry out interviews shortly after the closing date deadline. If you would like to talk to someone about the position, please contact **Nicky Holland, HR Manager & Head's PA** - n.holland@thepolesworthschool.com.

Good luck with your application.

Yours sincerely



Philip Hamilton OBE
Chief Executive Officer



The Polesworth School

ENSURING EXCELLENCE

www.thepolesworthschool.com

Dordon Road, Dordon, Tamworth, Staffs, B78 1QT
01827 702 205



@PolesworthSchool



@polesworth_school



@PolesworthSchl