

# Casual Exam Invigilators

## APPLICATION PACK



Dear Colleague

Thank you for your interest in Edgar Wood Academy.

Edgar Wood Academy opened its doors in 2021 after being commissioned by the DfE to serve the community of Middleton and Heywood. Helping our students realise their potential lies at the heart of everything we do by adhering to our values of Resilience, Empathy, Responsibility and Respect.

We are proud to be part of Altus Education Partnership Trust and are driven to fulfil our mission and vision:

**OUR MISSION**

*To advance education in the borough of Rochdale and its surrounds so that young people lead happy and fulfilling lives and make positive differences to their communities and society.*

**OUR VISION**

*To create an inclusive and cohesive system of education in the area that improves the lives of everyone in the borough*

Our staff are integral to realising this, and therefore it is my aim as headteacher to ensure that we work as a team, look after each other, and ensure that Edgar Wood is a fulfilling place to work. We are looking for staff who will help us to make a positive difference to the lives of young people in the borough. In return, we promise a supportive and enjoyable working environment, and the resources needed to carry out the role to the highest standards.

Should you decide to apply to Edgar Wood it is important that you know that this is the right place to take the next step in your career, and therefore visits to our academy prior to application are encouraged.

I am incredibly excited and privileged to be the Headteacher at Edgar Wood Academy and together, we will work hard to ensure that we deliver a world-class education to the students and community we are proud to serve.

Yours sincerely

A handwritten signature in cursive script, appearing to read "Paul Jones".

**Paul Jones**  
**Headteacher**

# Making your application

I hope that when you read this pack you are inspired to apply for the post.

## Application

- To apply, please visit our website and apply through **My New Term**.
- Our website: [Our Vacancies - Altus Education Partnership](#)
- Provide a supporting statement of no more than two sides of A4, addressing the criteria in the person specification.

## Deadline

The deadline for the post is **Tuesday 7<sup>th</sup> April 2026** (to arrive no later than 12.00 midday).  
Interviews are yet to be confirmed.

## Shortlisting

We will unfortunately be unable to notify candidates who are not on the shortlist; therefore, if you have not heard from us your application has been unsuccessful on this occasion.

## Salary

School Support Staff Pay Spine – Scale Point 1 (currently the Real Living Wage: £12.60 per hour, inclusive of 12.07% holiday pay)

## Start Date

**ASAP**

## For an Application Pack

1. Visit [www.altusep.com](http://www.altusep.com)
2. Contact Sophie Bailey – HR Officer: [recruitment@altusep.com](mailto:recruitment@altusep.com)
3. Telephone 01706 769999

## Reward Package & Additional Benefits

We offer a comprehensive package, including membership of our outstanding Teachers' Pension Scheme; our 'Employee Benefits Programme' which provides a range of options including:

- Our Cycle to Work Salary Sacrifice Scheme
- Free access to Employee Assistance Programme, offering guidance, support and counselling on a range of subjects
- Generous holiday entitlement

*Altus Education Partnership is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This position is subject to an Enhanced DBS check under the Rehabilitation of Offenders Act 1974. In accordance with the recommendations set out in KCSIE the Trust carries out online searches on shortlisted candidates. It is also Trust policy to contact at least 1 reference prior to interview.*

# Background Information

## Edgar Wood Academy

Edgar Wood Academy is an 11-16 year old state-funded secondary school. Working closely with Rochdale Borough Council to meet the estimated shortfall of secondary school places, we opened our doors to welcome year 7 children from the areas of Middleton and Heywood in September 2021.

From September 2022, students at Edgar Wood Academy were the first to experience our new school building on Heywood Old Road, Heywood, with its modern state-of-the-art facilities, designed to allow them to flourish academically, culturally and artistically.

## Altus Education Partnership

Altus Education Partnership is a Multi Academy Trust and was established in 2017 through Rochdale Sixth Form College, an Ofsted Outstanding provider, and grew from the Trust's desire to improve education in the borough of Rochdale as a whole.

The Trust currently comprises five academies, including ourselves. The other four academies are:

- **Rochdale Sixth Form College**, opened in 2010 to address the significant underachievement in A level performance in the borough. Since then, it has dramatically raised achievement in the area and is recognised nationally as a centre of excellence. The College is Ofsted Outstanding, Sixth Form College of the Year 2021, and regularly ranks among the highest performing colleges in the country in both the DfE's Performance Tables and the National Achievement Rate Tables.
- **Kingsway Park High School** is an Ofsted-rated Good school with a strong track record of providing students with an excellent education. The Academy recently benefitted from a new teaching block, which opened in late 2024.
- **Bamford Academy** is an Ofsted-rated Good primary school providing a caring and nurturing environment. It is a popular first choice for many families in the area.
- **Caldershaw Primary School** joined the Trust on 1 July 2025. It is Ofsted Outstanding and one of the most oversubscribed primary schools in Greater Manchester.

Altus is on the cusp of further growth, with three additional schools currently considering academisation in the autumn term.

We also benefit from strong local partnerships. Most notably, and uniquely within the post-16 sector, Altus has a Memorandum of Understanding with Hopwood Hall College, coordinating curriculum and supporting seamless transition for students into post-16 education.

# Role Description

<b>Job Title:</b>	Casual Exam Invigilators
<b>Reports to:</b>	Systems and Operations Manager
<b>Contract:</b>	This is a casual position. Working hours will vary depending on the examination timetable. Invigilators will be contacted in advance of each exam period and offered sessions based on availability.
<b>Salary:</b>	Real Living Wage – currently £12.60 per hour plus holiday pay.
<b>Start Date:</b>	ASAP

## Overall Purpose of the Post

Edgar Wood Academy is seeking a team of honest, supportive, and reliable individuals to join our pool of Casual Examination Invigilators. This is an exciting opportunity to play an important part in our students' educational journey as we prepare for our first full GCSE exam series in Spring 2026.

Invigilators help to ensure that all examinations are conducted in accordance with the Joint Council for Qualifications (JCQ) regulations, maintaining fairness, integrity, and a calm environment for our students.

### Role Responsibilities:

- Assist with the preparation of the examination room before exams (e.g., laying out papers, stationery, and equipment).
- Distribute exam papers and materials in accordance with exam regulations.
- Supervise students during examinations, ensuring they comply with JCQ and school regulations.
- Be vigilant and fair at all times, maintaining the integrity of the examination process.
- Deal promptly and discreetly with any issues that arise during exams (e.g., illness, queries, misconduct) and report to the Exams Officer.
- Collect and check exam papers at the end of each exam, ensuring all materials are accounted for and returned securely.
- Assist in setting up and clearing down the examination area as required.
- Attend training and briefing sessions prior to the exam periods.

### Training and Support:

Full training will be provided before the before the Spring 2026 GCSE series.

### Additional Opportunities:

Depending on availability and experience, invigilators may also be asked to support with:

- Access arrangements (e.g. acting as readers or scribes).
- Small-group or one-to-one supervision.
- Internal assessments and mock examinations.

This is a rewarding opportunity to play a vital part in the life of our school and to support our students at a milestone moment in their education. We would like to hear from you if you are dependable, professional and take pride in doing things the right way.

### Other:

- The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. An Enhanced DBS check will be carried out on the successful candidate.
- The Trust is committed to equal opportunities for all.
- The successful candidate will be required to complete a satisfactory medical screening assessment and provide two satisfactory references, identity check and right to work.
- The terms and conditions are specified within the contract of employment.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

## Person Specification

No.	CATEGORIES	Assessed by:		
		Essential/ Desirable	App Form	Interview
1.	Honest, reliable, and punctual.	E	√	√
2.	Calm, supportive, and professional manner with students.	E	√	√
3.	Excellent attention to detail.	E	√	√
4.	Ability to follow written and verbal instructions accurately.	E	√	√
5.	Committed to maintaining confidentiality and exam integrity.	E	√	√
6.	Flexible approach to working hours (mornings and afternoons during exam periods).	E	√	√
7.	Experience of working in a school or educational environment.	D	√	√
8.	Familiarity with JCQ regulations (training will be provided).	D	√	√
<b>PERSONAL CHARACTERISTICS</b>				
23.	An unwavering commitment to the Altus Education Partnership's vision, mission and values	E	√	√
24.	Willing to be accountable and to take personal responsibility for own actions.	E	√	√
25.	Resilience and the ability to grow professionally and flexibly within a start-up and developing organisation	E	√	√



**EDGAR  
WOOD**  
academy

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