



Wheatley Park School

Everyone Learning - Everyone Caring
11-18 Academy and member of the River Learning Trust
1146 on roll including 218 Sixth Form



Exam Lead Invigilator

Casual Term Time only contract

Grade 5 £15.34 per hour including holiday pay

Required as soon as possible

We are looking for exam invigilators to support the Exams Manager with the day-to-day operation of examinations. This role would suit individuals that have a flexible and meticulous disposition and are able to work within a small team or on their own initiative.

This is an important post within the school providing essential support to both students and staff. The successful applicant will have excellent interpersonal and practical skills.

We will offer you the chance to be part of a strong and supportive school community working with our wonderful staff and students. We are renowned for placing a high value on staff wellbeing and professional development at all levels and you will receive extensive support and training as required.

Situated just east of Oxford in a unique parkland site, Wheatley Park School is a flourishing 11- 18 academy with a vibrant comprehensive intake.

Education has the power to change lives, communities and society for the better. At RLT we believe that we can achieve more for our pupils, trainees, staff and communities by working together rather than alone. Schools in RLT are united by a common belief in the benefits of working together, and by our commitment to shared principles.

OUR VISION is for our schools and SCITT to improve rapidly, continuously and sustainably: to be better faster together.

OUR 'WHY?' is that children and young people 'only get one go' in school and therefore as part of RLT we aim to ensure the best possible 'go' for our pupils.

OUR 'HOW?' is through the highest support and challenge for our schools and each other, underpinned by our principles.

Our employees benefit from a wide variety of support including extensive continuing professional learning and development opportunities, wellbeing and staff networks and access to Defined Benefit Pension Schemes (TPS and LGPS) for all staff. For more information on what it is like to work for the Trust, and the benefits you could access, please see our "[Working in RLT](#)" guide.

This role includes regulated activity relevant to children.

If you would like to know more, or arrange a visit, please contact Mrs Skye Wigley (HR Manager) on 01865 872441 or by email to swigley@wheatleypark.org. Full details can be found on our website [here](#). Applications for this post can only be accepted via the MyNewTerm website [here](#). To find out more about the River Learning Trust, please visit www.riverlearningtrust.org.

Closing date and time: 9am Thursday 30th April 2026

The school reserves the right to consider and interview candidates ahead of the closing date if appropriate. An offer may be made to an exceptional candidate in this instance.

Interview date: To be confirmed

The River Learning Trust and Wheatley Park School are committed to safeguarding and promoting the welfare of all children and preventing extremism. The Trust is required to conduct a variety of checks and online searches about you as part of their recruitment process in accordance with Keeping Children Safe in Education guidance. It is an offence to apply for certain roles within schools if you are barred from engaging in regulated activity relevant to children.

For all RLT Safer Recruitment Documentation candidates should click on the following link [RLT Safer Recruitment Documents for Candidates](#). Please see our website for up to date policies including our Child Protection and Behaviour Policies.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. For further guidance for applicants click on this link [List of offences that are not filtered](#)

Our staff are expected to maintain high standards of ethics and behaviour, within and outside school, by not undermining fundamental British values including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.

Wheatley Park School, Holton, Oxford, OX33 1QH

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www.wheatleypark.org