Exam Invigilators Job Pack

CRAMLINGTON LEARNING VILLAGE

Where everyone plays a part in the future of our students

“Cramlington Learning Village is a great place to work - you are always busy but people still take time to look after one another.”

WELCOME

A MESSAGE FROM OUR CO-HEADTEACHERS

Welcome to Cramlington Learning Village and thank you for your interest in applying for a role at this school. We believe CLV is a fantastic place to work where everyone is responsible for the safety, wellbeing, development and progress of our students.

We are a comprehensive secondary school with 2000 students, which although large in scale, feels like a smaller community school where every student feels known and cared for. We pride ourselves in our core principles - that ‘we are a school built on respect, which develops resilient learners, expert readers, knowledge explorers and responsible citizens.’

These next few pages will tell you more about our ethos and school culture, and what it is like to work here, whatever the role in the organisation. We hope that, along with the specific information attached on the role and person specification, you find this document helpful in making an informed decision on whether Cramlington Learning Village is a place where you will enjoy working in and where you can make a positive difference to our students.

We look forward to meeting you and if there is anything we can do to give you more information, we are always happy to help.

Mr. Jon Bird and Ms. Kim Irving

WHY JOIN US?

- We believe this is a school which is built on positive relationships. Although we are a big school we like every single member of staff to feel known and valued
- The CPD offer for teaching staff and TA's is a real strength of the school and includes an annual teaching and learning conference across two training days
- There is a supportive induction process for every new member of staff
- We offer support for staff at every level through a clear line management structure
- We pride ourselves on our staff development, and will work with you to ensure you feel supported and challenged in your role
- The school is committed in promoting positive mental health and wellbeing across the staff - we have a staff wellbeing and mental health charter written 'by staff, for staff'

“As a member of support staff I know I have a key part in helping the school be strong and successful - you always feel part of the team.”

- The school supports the ‘Cycle to Work’ salary sacrifice scheme
- Competitive salaries are offered in a variety of posts at different levels
- Where we can, we offer generous annual leave
- Free staff parking available
- We have partnered with HSF Health Plan to provide OptiLife, a healthcare cash plan, 24/7 GP advice, a counselling service and a range of shopping discounts through their exclusive HSF Perkbox
- Strong pension schemes (Local Government Pension Scheme for Support Staff and Teachers Pension Scheme for Teachers).

NEXT STEPS

Included in the following pages you should find information on the advertised role, including the job description and the personal specification. The application form will give you an opportunity to share your details and qualifications with us, along with your employment history.

As a school that strives to recruit all our staff as safely as possible, we also include our safer recruitment policy and information on the safeguarding checks that will be undertaken.

If there is anything else which will be helpful to you, or if you need more information, please do not hesitate to contact our Office Manager via **recruitment@cramlingtonlv.co.uk**

Highburn, Cramlington, Northumberland, NE23 6BN
Tel: (01670) 712311
Registered in England and Wales Co No:
07730940 Co-headteachers: Mr J Bird/Mrs K Irving.
11-18 Secondary School of over 2000 pupils with 280 in the Sixth Form.

EXAM INVIGILATORS

CLV BAND 3 - £13.69 per hour

Required as soon as possible
Cramlington Learning Village is looking to increase its number of exam invigilators – we are looking for reliable, responsible people who are able to display a flexible approach to the job.

All invigilators are employed on a casual basis with peak exam times being December, January, May and June. Smaller exam sessions also run during November and March. We would welcome applications from people who would be fully available throughout these months. Full training will be given to all successful candidates.

Our recent Ofsted inspection report May 2026 found Cramlington Learning Village graded 'Strong' in Attendance and Behaviour, Curriculum and Teaching, Inclusion, Leadership and governance and Personal development and wellbeing. Achievement and Post 16 provision was graded as 'expected'.

Cramlington Learning Village is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS disclosure will be required for this post.

Please note: the postholder will be engaging in regulated activity, working mainly or wholly with children. This position is exempt from the Rehabilitation of Offenders Act 1974. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. Shortlisted candidates should be aware that the use of publicly available online information may form part of the pre-employment checks.

Further details and application forms are available via our website at www.cramlingtonlv.co.uk or by contacting recruitment@cramlingtonlv.co.uk to whom completed application forms should be sent to arrive no later than **midday on 9 October 2026**.

Job Title	Exam Invigilator
Reporting To:	Examinations and Cover Manager
Contract Type:	Casual
Clients/ Liaison with:	All Staff & Students

To assist in the setting up of examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions.

Main Responsibilities:

- To assist in the collection of Examination papers and related information from the Examinations Office.
- To assist in the transportation of exam papers to the venue securely.
- To assist in ensuring Examination Papers are correct and are in accordance with attendance registers and seating plans.
- To assist in the setting up of the examination room – candidate cards, start and finish times and clocks.
- To ensure the examination room is set up in accordance with the seating plan.
- To assist in recording attendance on the seating plan.
- To closely monitor students throughout the examinations to prevent malpractice and disruption.
- To assist with emergencies ensuring you follow Centre Policies and JCQ regulations (illness, fire alarms).
- To collect scripts and question papers, ensuring that they are collected in correct order.
- To ensure the exam room is tidy in preparation for the next examination.
- To assist in the transportation of exam scripts to the exams office securely.
- To ensure you are familiar with the JCQ Instructions for conducting examinations booklet.
- To undertake any training relevant to the post.

- To assist with other duties consistent with the nature, level and grade of post.

Additional Information

- In order to maintain a professional atmosphere, a smart/casual dress code and you must wear a name badge at all times

- Invigilators must conduct examinations in a calm and professional manner

Support for the school

- **Comply with all school policies relating to:**
    - Health & Safety
    - Equal Opportunities
    - Child Protection
    - E-Safety
    - Confidentiality and data protection

- Work in such a way as to promote the ethos and vision of the school

- Participate in training and development, and activities that contribute to the management of performance

- Attend and participate in regular meetings.

- To undertake other duties and responsibilities as required commensurate with the grade of the post.

- To safeguard and promote the welfare of all children and young people at Cramlington Learning Village, and adhere to all safeguarding policies and procedures

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

EXAM INVIGILATOR

Person Specification

Key to assessment methods: (A) application form, (L) letter, (I) interview, (O)Lesson Observation, (R) references, (T) ability tests (Q) personality questionnaire (G) assessed group work, (P) presentation, (C) recruitment checks.

	Essential	**Desirable**
Knowledge & Qualifications Assessed By: A,L,I	A good general education to age of 16 with either evidence of examination success or successful experience of work in a similar field.	
Experience Assessed By:		Previous experience of working as an Exam Invigilator.
Skills & Competencies Assessed By: A,L,I	Ability to relate to candidates yet maintain an air of authority Ability to communicate with candidates and members of staff clearly and accurately Ability to work as part of a team or alone as necessary Flexible approach Reliable and punctual Accuracy and attention to detail.	
Other Assessed By: A,L,I, C	Excellent record of attendance and punctuality Understanding of the role within safeguarding Suitability to work with children and young people To safeguard the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.	

CRAMLINGTON
LEARNING VILLAGE

WHERE THE ART OF TEACHING MEETS THE SCIENCE OF LEARNING

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