



Church Stretton School  
Shrewsbury Road  
Shropshire SY6 6EX  
Telephone Number: 01694 722209



Job Title: Exam Invigilator

Hours per week - Casual - during Examination periods, term time only

Contract Type: Casual, flexible working during exam period

Grade 1 £12.26 hourly rate

START DATE: As soon as possible

TrustEd Schools is a multi-academy trust based in Shropshire consisting of five secondary schools and four primary schools and is committed to raising pupils' aspirations so that all young people reach their fullest potential and achieve the success they want for themselves.

We are looking to appoint Exam Invigilators to oversee and supervise examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during all examination sessions. The successful candidate will work as part of a pool of invigilators and will need to be reliable and punctual, highly flexible and able to relate to learners. In this role you will assist in the supervision and invigilation of internal and external examinations at various times of the year in accordance with examination board requirements and under the directions of the Examination Officer.

The post holder is directly responsible to the Examination Officer and also to the Deputy Head of School.

The post holder will be responsible for assisting with:

- The maintenance of the appropriate regulations as prescribed by the examination board
- The supervision of the orderly entry of candidates to the examination room
- The distribution of relevant materials
- The supervision of the candidates under examination conditions during the examination
- The collection of scripts and other materials at the end of the examination
- The supervision of the orderly dismissal of the candidates from the examination room
- The collection and return of scripts to the examination office as appropriate

**Application process:**

Full details of the role and application process are available from the school's website [Home | Church Stretton School](#). If you feel you have the qualities to complement our existing team then we would love to hear from you. **Please note CVs will not be accepted.**

- The closing date for all applications is **Monday 31st March 2025 at 9am.**

Interviews will be held as soon as possible after the closing date. An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within a week of the closing date, please assume your application has been unsuccessful.

Completed application forms should be returned to Julia Morgan at the school or by email to [admin@csschool.co.uk](mailto:admin@csschool.co.uk)

The appointment is subject to satisfactory pre-employment clearances including references, medical clearance and an enhanced DBS Disclosure under the "Rehabilitation of Offenders Act 1974". Further details regarding this check are available by visiting [www.dbs.gov.uk](http://www.dbs.gov.uk). This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.

We are an equal opportunities employer and are committed to diversity and gender equality in our hiring practices.

Shortlisted candidates will be required to complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children, so that they have the opportunity to share relevant information and discuss it at interview stage.

An online search will be undertaken as part of due diligence checks during the shortlisting process.