**Hassall Road, Alsager, ST7 2HR**

**Headteacher: Andrea O’Neill**

**Required as soon as possible**

**EXAM INVIGILATORS - CASUAL**

Responsible to: The Exams Officer

Permanent.

Hours between 8.00am-4.00pm (half hour unpaid deduction for lunch)

To work mainly between January and July

We have a unique opportunity to join our Exams team as a Exam Invigilator.

**Grade 2**: **scp 02 [****FTE £24,413] £12.65 per hour**

**About the role:**

Thank you for your enquiry about the above casual post the post is based at Alsager School and reports to Leanne Welsh, Exams Officer.

We are seeking to recruit a number of people to act as invigilators for public examinations on pre-specified dates throughout the year. This work may appeal equally to professional people who have retired and those who have experience of working with secondary age children. Applicants will be organised, have excellent interpersonal skills, be calm and logical, able to work as part of a team and be able to show initiative.  Experience is desirable, but not essential as training will be provided.

Applicants will need to be available for a reasonable stretch of time during these exam periods.  The work will be divided into 2 or 3 hour sessions either in the morning or afternoon.  Many of the morning sessions are between 8.30am and 12.30pm; afternoon sessions usually start at 1.00pm until 4.00pm.

**About the School and Trust:**

Alsager School is a large 11-18 mixed Multi Academy Trust with 1528 pupils on roll, including approximately 228 students in the Sixth Form and is the only secondary school in the town. We currently employ in excess of 100 teaching and 75 support staff.

TCT currently comprises of Alsager School, Alsager Highfields Primary school, Weston Village Primary School, Brine Leas School, Nantwich, Audlem St. James CofE Primary School and Pear Tree Primary School, Nantwich, and from January 2025 Stapeley Broad Lane CofE Primary School, Nantwich joined our Trust.

Alsager School is a fantastic place to work with motivated and well-behaved students, a committed and experienced governing body, dedicated staff and supportive parents. Visitors to the school often comment about the calm and caring environment. Children of all abilities make impressive progress throughout the key stages. We are one of the highest performing schools in Cheshire East, and our last Ofsted in September 2021 graded the school as Outstanding.

Approximately 75% of our students are drawn from the town itself and its adjacent villages. The remainder come from towns in neighbouring Staffordshire and Cheshire, sent to us by parental choice. The school’s reputation and popularity mean that it has been largely unaffected by the demographic dip currently affecting most schools and is always over-subscribed.

**Principal responsibilities:**

1. Assist with setting up of examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures and Exam Board Regulations.
2. Assist with the supervision of candidates entering the venues and checking the identity of candidates.
3. Direct candidates to their correct seats and advise them about permitted possessions in examination venues.
4. Ensure that candidates do not talk once inside the examination venue.
5. Check attendance and notify the appropriate member of staff about any absence.
6. Deal with any queries raised by candidates.
7. Invigilate during examinations, ensuring that Examination Board regulations are followed.
8. Issue paper and other materials to candidates during the examination.
9. Escort candidates from venues during examinations, as required.
10. Collection and collation of scripts at the end of the examination in accordance with strict procedure.
11. Supervise candidates leaving examination venues in an orderly and quiet manner ensuring that they do not remove equipment or stationery without authorisation.
12. Deliver the scripts to the Examinations Office for packing and despatch.
13. Working one to one on occasions, reading or writing for candidates.
14. Invigilating some Modern Foreign Language examinations in a language laboratory environment.

Notwithstanding the detail in this outline, in accordance with the Trust’s flexibility policy the Jobholder will undertake such work as may be determined by the Headteacher from time to time, up to or at a level consistent with the Principal Responsibilities of the job.

**In conclusion:**

In order to ensure the future successful development of our school, we are keen to appoint only staff of the highest ability or with the greatest promise. Working at Alsager School is demanding but the rewards are commensurate in a school with strong leadership, dedicated staff, supportive parents, and pleasant, friendly, and highly motivated pupils. The school is proud of its supportive ethos and the person appointed can expect much help, guidance and support from colleagues.

Alsager School is an equal opportunities employer, and we are committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.

**How do I apply?**

If having read this information, you find the post and Alsager School appealing, we would like to hear from you. Application is by completion of the School’s Application Form. CV’s will not be accepted.

It is important that your supporting statement should give comprehensive information about your skills, and it should emphasise your qualities which are relevant to the post. This is your opportunity to introduce yourself and to describe why you believe you can carry out the duties described.

The closing date is **12 noon, on Monday 3rd November 2025.**  Interviews are likely to be held during that week. In the interests of economy, those applicants who have not received an invitation for interview or any further communication within two weeks of the above date are asked to consider their application unsuccessful on this occasion.

Completed application forms should be returned to: Mrs Ashley Owen

Trust H.R. & Payroll Deputy Lead

Alsager School

Alsager ST7 2HR

Your completed application should be received in school no later than **noon, on Monday 3rd November 2025** ideally via email to Mrs Owenat [HR@thecornoviitrust.org](mailto:HR@thecornoviitrust.org)

We will interview as we receive applications and might close the advert before the closing date

*NB: All candidates submitting an electronic application will be required to sign and date their form if invited to interview.* All electronically submitted applications will be acknowledged.

It is the school’s practice to take up references for all shortlisted candidates. One referee should be from your current or most recent employer. Where you are not presently working with children but have done so in the past, you should provide a referee from that employer. References will not be accepted from relatives or from people writing solely in the capacity of friends.

If you require any further information or wish to discuss any issues, please do feel free to contact me. In the meantime, good luck with your application. I look forward to reading your response and to possibly meeting you soon.

Yours sincerely,

Ashley Owen

Trust H.R. & Payroll Deputy Lead

AOE/ Oct 2025

Further details about the school are available from our website: [www.alsagerschool.org](http://www.alsagerschool.org)

**PERSON SPECIFICATION**

**Job Title: Exam Invigilators Grade: 2 scp: 02**

|  |  |  |
| --- | --- | --- |
| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **Experience** | * Previous work in a professional environment | * Previous experience in the education field |
| **Qualifications/ knowledge** | * Good standard of general education * Effective oral/written communication skills * Numeracy | * Understanding of examination processes |
| **Personal attributes/**  **skills** | * Accuracy and attention to detail * Flexible approach to work * Ability to relate to staff and students * Commitment to safeguard & promote the welfare of children * Ability to work under pressure and to tight deadlines * Willingness to undertake appropriate training * Reliable & punctual and good availability for the main exam season * Integrity * Commitment to safeguard & promote the welfare of children. * Pleasant manner | * Self confidence |
| **IT Skills** | * A good working knowledge of Microsoft Word |  |

AOE/Oct 2025