



# Castle Newnham Application Pack

## Exam Invigilator (Casual)



**BEST**  
BEDFORDSHIRE  
SCHOOLS TRUST



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# INTRODUCTION

Welcome to Castle Newnham and the Bedfordshire Schools Trust. Thank you for expressing an interest in our current vacancy.

We have collated this application pack to provide you with all the information you should need to enable you to apply for this role.

However, if you would like any further information or would like to make a visit to our academy, please contact:

**Lauren Crowley**

**School Business & Operations Manager**

[cnrecruitment@bestacademies.org.uk](mailto:cnrecruitment@bestacademies.org.uk)

**Tel: 01234 303403**

**Castle Newnham**

South site – Reception-Year 4: Goldington Road, Bedford MK40 3EP

North site – Year 5-Year 11: Polhill Avenue, Bedford MK41 9DT

[www.castlnewnham.school](http://www.castlnewnham.school)



# ABOUT BEST

The Bedfordshire Schools Trust (BEST) is a multi-academy trust providing exceptional education across our community of 11 schools and five nurseries.

Since forming in 2016, we have grown significantly into one of the largest trusts in the county. We now educate 8,000 children across the area, from nursery age to advanced level study, and have over 1,000 members of staff.

It is our aim to grow the BEST in everyone, and everything we do is driven by our values. We will:

- Always put children first
- Collaborate to support and compete to challenge
- Provide community-based provision
- Have the courage to be compassionate

Our aims can only be achieved if we recruit, retain and develop the highest quality workforce – and we want those we employ to be valued in the workplace.

As a single employer, we are able to offer all our staff a fantastic range of benefits, including an excellent working environment, opportunities for career development and training, and discounts and deals that will help save you money.

Full details can be found in our BEST People staff benefits brochure, available for download from our MyNewTerm careers page, or on our website at

[www.bestacademies.org.uk/jobs](http://www.bestacademies.org.uk/jobs)

The formative years of BEST have been a real success story – and we are looking forward to an exciting future, too.



# ABOUT CASTLE NEWNHAM

Castle Newnham is an all-through school with approximately 1,400 pupils located in the county town of Bedford.

Its most recent Ofsted inspection saw the school's secondary provision judged as Good (April 2024). Its primary provision is awaiting its first inspection for EYFS-Year 6 (the previous Outstanding grade was given to Castle Lower School in 2013).

At Castle Newnham, ambition and care for all pupils are at the heart of everything we do. Our aim is to serve the needs of our local community for high standards and a coherent and smooth transition throughout each child's 'one journey'.

Knowing pupils throughout their time in education and close working with families is a central component of our vision.

Castle Newnham is well thought of in the community and both school sites are set relatively close to the centre of Bedford in a pleasant suburb. The South site is situated in a listed Victorian building on Goldington Road, while the North site is a short walk away on Polhill Avenue near the University of Bedfordshire, with whom we are a lead school in a very well-reputed teacher training partnership.

We hope this application pack, alongside our school website, will give you a flavour of the wide and growing range of opportunities our pupils enjoy and participate in.

Our senior leaders, teachers and support staff are a committed and dedicated team and our pupils are a source of great pride in their enthusiasm, courtesy and care for others. They demonstrate our traditional values of hard work, good behaviour and kindness on a daily basis.



# HOW TO APPLY

We use an application form, rather than asking for CVs, for most vacancies. This ensures all applicants present their information in the same standardised format and tell us only what we need to know.

Apply online via the MyNewTerm website at [www.mynewterm.com](http://www.mynewterm.com) before the closing date.

**Closing date:** ASAP

**Interview date:** TBC

BEST is an equal opportunities employer and we are committed to encouraging equality, diversity and inclusion among our workforce.

We are committed to safeguarding and promoting the welfare of children. All offers of employment will be subject to satisfactory pre-employment checks and references, including enhanced Disclosure and Barring Service (DBS) clearance.

Strictly no agencies.

**We look forward to receiving your application.**



# JOB DESCRIPTION

<b>Job Title</b>	Exam Invigilator (casual)
<b>Based at</b>	Castle Newnham School
<b>Salary/Grade Range</b>	NJC Scale 2A Point 3 (£11.79 per hour)
<b>Responsible to</b>	Exams and Data Manager
<b>Hours</b>	Casual (as and when required)

## Purpose of Role

To provide support to the examination process throughout different months of the academic year.

## Duties and Responsibilities

- Assisting with setting-up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures.
- Ensuring candidates have the correct examination papers.
- Assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues.
- Ensuring exam conditions are maintained and the JCQ regulations are adhered to at all times.
- Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures.
- Checking attendance during examinations.
- Recording details of late arrivals and early leavers and collecting scripts from early leavers.
- Escorting candidates from venues during the examinations as required, and supervising candidates whilst outside examination venues.





- Collecting and collating scripts at the end of the examination in accordance with strict procedures.
- Supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner.
- Assisting with the packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues as appropriate.
- Completing all mandatory training associated with the role, both online modules and on-site sessions.
- Ability to commit to work during all major exam periods and ad-hoc training sessions throughout the academic year.

*Please note, while every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified.*

*Employees will be expected to comply with any reasonable request from the line manager/Principal to undertake work of a similar level that is not specified in this job description.*





# PERSON SPECIFICATION

## Job Title: Exam Invigilator

Attributes	Desirable
Education & Qualifications	<ul style="list-style-type: none"> <li>Educated to GCSE level (or equivalent).</li> </ul>
Professional Experience	<ul style="list-style-type: none"> <li>Previous experience of working or studying at a school or educational establishment.</li> </ul>
Professional Knowledge, Skills and Understanding	<ul style="list-style-type: none"> <li>An understanding of the current examination processes</li> <li>Effective oral / written communication skills</li> <li>Ability to maintain discipline in an exam situation.</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>Accuracy and attention to detail</li> <li>Flexible approach to work</li> <li>Ability to work with and relate to academic staff and students</li> <li>Effective communication and interpersonal skills including the ability to converse at ease in accurate spoken English with adults and children</li> <li>Reliable.</li> </ul>
Physical	<ul style="list-style-type: none"> <li>Ability to move quietly and stand for blocks of time</li> <li>Ability to carry equipment to and from exam rooms as and when required.</li> </ul>
Other	<ul style="list-style-type: none"> <li>Willingness to be flexible</li> <li>Willingness to undertake further training</li> <li>A commitment to equality principles and practices</li> <li>Knowledge of relevant safeguarding / child protection legislation and best practice</li> <li>Value and respect the views and needs of children and young people</li> <li>Appropriate DBS clearance (before the post is taken up)</li> </ul>

**We are committed to the safeguarding and promotion of children's welfare and offers of employment are subject to DBS clearance**

