



Ashlawn School
Examinations Invigilator

Job Description and Person Specification



Welcome from the Principal

As the recently appointed Principal of Ashlawn School, anticipating a new challenge and opportunity is always exciting. It is important to recognise that recruitment is a two-way process.

Our focus, as a Trust, is to provide the right environment for our academies to thrive in. At Ashlawn, our ambitions of nurturing potential, inspiring community, and delivering excellence are deeply rooted in the very core of the school. We are seeking an individual who resonates with our vision, someone dedicated to ensuring that every staff member and student has the opportunities needed to maximise their potential in all aspects.

You are looking for the right school in which to develop and progress, to contribute to the success of others and to receive the support that you need to feel fulfilled in your role. We hope that you agree that Ashlawn is exactly that kind of school. It's an exciting time for us as we strive to build on our successes, and we are on the lookout for an individual who shares the commitment and resilience to support this goal.

We welcome visits to Ashlawn prior to application because we are proud that:

- Our students are motivated and want to succeed
- Behaviour is excellent
- The variety of opportunities both within and out of the classroom provides all students with the opportunity to develop their interests and skills in a wide range of areas

At Ashlawn School, everybody counts. Staff and students will talk about the vibrant culture and support they get from each other – we truly are a community. Our key aim is to give every child the opportunity to flourish and develop into life-long learners, engaged in the world around them and ready to take their place in the world as resilient, caring, disciplined, well-educated and employable adults.

If you want to be part of a dynamic team, contribute to our excellent standards, and have high aspirations for young people, then Ashlawn School is the right school for you!

We look forward to meeting with you, so that you too can appreciate our wonderful school and its vibrant community.

Paul Brockwell
Executive Principal

About the Role

Thank you for your interest in the position of Examinations Invigilator at Ashlawn School.

This pack has been designed to help you should you choose to submit an application to us, which we sincerely hope you do. The pack aims to answer all your initial questions, but if not, please do not hesitate to contact us. It is extremely important to us that you feel comfortable and confident enough to proceed with your application, as we aim to make the very best appointment possible.

So, who are we looking for?

Ashlawn School is recruiting an Examinations Invigilator to assist the Examinations Officer in the accomplishment of their duties with respect to public and internal examinations during exam periods.

We require individuals at various times throughout the examination season, currently November, December, January, March, April, May and June. Morning sessions from 08:30 and afternoon sessions from 13:00.

The post requires an individual who is highly flexible, punctual and able to relate well to students.

You will enjoy support and guidance from a friendly team who work together and aim to give the best possible educational experience for their students.

Our aim is to enable all students to achieve their potential academically and personally, regardless of ability or disability. We aim to increase whole school and community awareness of the importance of quality and equity of opportunity for all students and are committed to providing an integrated and inclusive curriculum to meet individual needs, promoting positive achievement and independence for all.

Why work for Ashlawn?

- A large bi-lateral school committed to supporting all members of the school community to succeed
- You'll be working within a community of passionate, committed colleagues who genuinely support each other
- A staff wellbeing team implements various strategies to boost staff engagement including various activities, events, conferences, and many other staff benefits
- Excellent opportunities to develop and grow in the successful and expanding Transforming Lives Educational Trust, a growing Multi-academy Trust based within the local community
- To be part of an 11-18 provision with opportunities to teach in the sixth form

What next?

We want to hear from you if you are as excited as we are about this fresh opportunity within our successful and growing Trust. In return, we can offer the right candidate the chance to work within our innovative and forward-thinking Trust as well as offering excellent professional development and progression.

We encourage you to consider the information in this pack carefully and use it to picture yourself within the role at Ashlawn. Should you wish to discuss any element of the pack in more detail, please don't hesitate to contact us. We look forward to receiving your application, details on how to apply can be found below.

Job Description

Academy/College:	Ashlawn School
Job Title:	Examinations Invigilator
Salary:	NJC02 £12.65 per hour
Contract:	Zero Hours Term Time Only
Responsible to:	Examinations Officer
Key relationships/Liaison with:	Invigilators Lead Invigilators Exams Officer Students All Staff
Job purpose:	To assist the Examinations Officer in the accomplishment of her duties with respect to public and internal examinations
MAIN ROLE AND RESPONSIBILITIES:	
Ensures that exams/tests are carried out according to the rules set down. Works under guidance of the examinations officer or other senior member of staff. A teacher will normally introduce the exam/test and discharge the pupils at the end. • The setting up of the exam room • The seating of exam candidates • Distribution of Exam material to Candidates • Supervision of exam candidates throughout the length of the exam ensuring exam regulations are upheld at all times • Reporting on 'incidents' or cases of malpractice • Collection of all exam materials and delivery to the Exams Office • Ensure that pupils/students are seated in the correct place • Ensure that exams are the correct length of time	

Other duties and responsibilities: Carry out other duties that the Principal and/or line manager may reasonably request. Transforming Lives Educational Trust is committed to safeguarding the welfare of children and expects all staff to share this commitment. An Enhanced DBS Disclosure is required for all staff within the Trust.

This job description sets out the duties and responsibilities of the post at the time it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Person Specification

Job Title: Examinations Invigilator
Responsible to: Examinations Officer

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all staff, children and young people and to be committed to promoting diversity and inclusion.

Specification	Essential	Desirable
Qualifications/ Training	• A sound, general education	• Training related to working with children
Experience	• Assertiveness and ability to follow behaviour processes. • Experience of working with children	• Experience of working within a school • Knowledge of school safeguarding within a school
Knowledge/Skills (Ability to)	• Ability to communicate clearly and effectively, in speech and writing. • Ability and confidence to deal with a variety of people at all levels in a friendly and professional manner. • Ability to understand and follow relevant procedures e.g. health and safety, child protection. • Ability to work in a team. • Ability to work under direction	
Personal Qualities	• Patience • Flexible • Reliable • Professional • Organised	

How to Visit and Apply

Please read the information in this pack. If you are interested in this job opportunity, please apply by downloading the application form from our website (www.tlet.org.uk). Completed application forms should be emailed to careers@tlet.org.uk or posted to:

HR Department (Careers)
c/o Houlton School
Signal Drive
Houlton
Rugby
Warwickshire
CV23 1ED

If you have any questions about the role or would like to visit Transforming Lives Educational Trust or one of our Academies, please don't hesitate to contact us by emailing careers@tlet.org.uk or selecting option 1 on our telephone menu – 01788 593900.

If you decide to apply, you should include a supporting statement with your application form (either within the application or as a covering letter) on no more than two sides of A4, giving your reasons for applying for the post, addressing information you have read in the pack and particularly the person specification, and outline any relevant experience and personal qualities you would bring to the Trust.

Please do not send a general letter; we are really looking for someone who is prepared to respond to us as an individual Trust. You can be sure that we will take time and care in reading your letter; we appreciate how much time and energy goes into writing it.

Recruitment Timeline

Position advertised:	13 July 2026
Closing date:	01 September 2026 (9am)
Final shortlisting:	TBC
Final panel process:	TBC

