



Examination Invigilators

Required: As soon as possible

Hours : As required during examination periods

Salary: £14.24 per hour (inclusive of holiday pay)

We are looking to expand our Invigilation team at Trinity School.

Preferably with an educational background or an interest in education, the successful candidate will relate positively to all learners, be extremely reliable and flexible, with good verbal communication skills. Invigilators should also enjoy working as part of a team. This position will be reporting to the Exams Officer.

Our Invigilators are employed on a casual basis, with hours and days of work subject to the timings of each examination. Full training will be provided where necessary.

Description of Duties and Responsibilities:

- Preparing the room, laying out of candidate names cards to a seating plan prepared by the Exams Officer.
- Admitting candidates to the room in a quiet and orderly way.
- Conducting the exam according to the Examination Boards Regulations.
- Registering the candidates present in the room.
- Invigilators must be constantly vigilant when the exam is running.
- Responsible for the collation, checking and return to the Exams Officer of all completed exam papers.

Invigilators are provided with all regulations, necessary papers, candidate name cards and seating plan for each exam.

If you feel that you are a good fit for this role, we would like to hear from you. Application is by application form and supporting letter to Dr C Wilson, Executive Headteacher, the former to include the names and addresses of two appropriate referees.

Applications should be sent via email to hr@trinity.newburyacademytrust.org

Further details can be obtained from the HR Team on 01635 510500, by email to hr@trinity.newburyacademytrust.org or visit our website <https://www.trinitynewbury.org/>

Please note: The Trust reserves the right to interview suitable candidates before the closing date.

The school has a commitment to safeguarding and promoting the welfare of children. This role is not exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. All shortlisted candidates will be subject to online checks, they will also be asked to complete a criminal records self-disclosure form and successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks.

This role has been identified as public facing in accordance with Part 7 of the Immigration Act, and therefore the ability to fulfil all spoken and written aspects of the role with confidence in English will be required.

Closing date: 2nd October 2026

Interviews: Soon thereafter

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Trinity School is part of the Newbury Academy Trust

