



**ENDEAVOUR**  
LEARNING TRUST

# EXAM INVIGILATOR

ENDEAVOUR LEARNING TRUST



Dear Applicant,

Thank you for your interest in the casual position of Exam Invigilator at Endeavour Learning Trust.

Endeavour Learning Trust is a growing Trust in the North West, currently spanning South Ribble, West Lancashire and North Sefton. In our family of schools at this point in our growth, we have four secondary schools and two primary schools formally within the Trust.

Our mission and values provide a clear framework for us to work to. We are absolutely committed to serving our communities to ensure that every child achieves their potential by providing the highest quality educational experience in a truly inclusive way.

As a Trust, we don't believe in a one-size-fits-all approach for our schools or our students. We respect and celebrate individuality, working with a clear determination to support our children, colleagues and communities both collectively, and individually, to flourish and thrive through a rich and transformational provision.

We believe in the value of collaboration, and everybody working with the Trust shares a collective responsibility for the success of all of our children. We also recognise that we will never be successful in delivering our vision for our young people unless our colleagues are supported, nurtured and developed to achieve their full potential with us. That's why we are equally committed to ensuring every colleague benefits from the best possible employment experience where high-quality CPD and a sincere approach to supporting wellbeing enable our colleagues to achieve their own aspirations for their career.

We hope the enclosed information will give you good insight into our School & Trust.

We look forward to viewing your application.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'DCL', with a long horizontal flourish extending to the right.

David Clayton  
Chief Executive

## Job Description – Exam Invigilator

<b>Job Title</b>	Exam Invigilator
<b>Hourly Rate</b>	£12 per hour (exclusive of holiday pay contribution on top)
<b>Location</b>	<p>We require exam invigilators for the following secondary schools:</p> <ul style="list-style-type: none"><li>• Ormskirk School, Ormskirk L39 2AT</li><li>• Burscough Priory Academy, Burscough L40 7RZ</li><li>• Wellfield Academy, Leyland PR25 2TP</li><li>• Tarleton Academy, Tarleton PR4 6AQ</li></ul> <p>Please include your preferred school at the top of your application form before submitting.</p>
<b>Contract</b>	Casual hours
<b>Responsible to</b>	Data & Exams Manager
<b>Job Purpose</b>	To ensure the fair and proper conduct of examinations/tests according to the school's and examination board's rules, in an environment that enables pupils to perform at their best.
<b>Responsibilities</b>	<ul style="list-style-type: none"><li>• Invigilate the examination, including referring examination irregularities to nominated person</li><li>• Assist in the setting up of examinations venues, laying out equipment and papers in accordance with instructions</li><li>• Communicate examination procedures to pupils and oversee behaviour</li><li>• Respond to pupil requests during the examination</li><li>• Ensure no unauthorised material is consulted</li><li>• Escort candidates from the location during the examination, such as for toilet breaks</li><li>• Maintain candidate attendance and absence records.</li></ul>

## Person Specification – Exam Invigilator

Personal Attributes required (on the basis of the job description)	Essential (E) Or Desirable (D)	Identified by: Application Form (AF), Interview (I), Test (T) or other
<b>EXPERIENCE</b> The successful candidate will have:		
Experience of previous work in a school environment	D	AF/I
<b>SKILLS AND ATTRIBUTES</b> The successful candidate will be able to:		
Ability to work as part of a team	E	AF/Interview
Flexible attitude to work	E	AF/Interview
Ability to work in an organised and methodical way	E	AF/Interview
Good interpersonal skills	D	AF/Interview
Positive approach to customer care and service delivery	E	AF/Interview
Commitment to undertaking relevant training and development	E	AF/Interview
Flexible attitude to work	E	AF/Interview
<b>OTHER</b>		
Commitment to equality and diversity	E	I
Commitment to health and safety	E	I
Commitment to attendance and punctuality at work	E	I
Commitment to safeguarding and protecting the welfare of children and young people	E	I
Compliance and adherence to the document 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings'	E	I
Compliance and adherence to the document 'Guidance for Conduct'	E	I
Clearance through the Disclosure and Barring Service - (Clearance is required before confirmation of appointment)	E	AF/I

### HOW TO APPLY

To apply, please complete our application form in full and return to [vacancies@endeavourlearning.org](mailto:vacancies@endeavourlearning.org)

If you have any questions about the vacancy, please contact our Recruitment Manager, Mollie at [m.fairhurst@endeavourlearning.org](mailto:m.fairhurst@endeavourlearning.org)

### SAFEGUARDING

Endeavour Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

Please note that in line with Keeping Children Safe in Education, an online search will be carried out as part of our due diligence on shortlisted candidates.