SHAVINGTON ACADEMY
Rope Lane, Shavington, Cheshire CW2 5DH

Tel: 01270 260717

Email: recruitment@shavington.academy
Website: www.shavington.academy

Headteacher: **Mrs Emma Casewell**

Applications are invited for the post of

Casual Exam Invigilator

Term time only

£13.28 per hour

Shavington Academy is looking to expand our dedicated team of Exam Invigilators. This is a casual post during term time only, and an ideal opportunity to see a very good school from the inside. Behaviour and standards of conduct are high, as are academic standards, and staff, parents and the community are very supportive of the work of the Academy.

Principal Responsibilities:

- Support the Examination Officer with the day-to-day running of the exam room
- Assist with the preparation, checking and set up of exam rooms, prior to the arrival of pupils
- Check the identity of candidates, complete attendance registers and distribute exam papers
- Supervise candidates in the exam room, minimise disruptions and distractions and maintain examination conditions in accordance with the requirements of the relevant Examination Boards and Academy procedures
- Assist candidates as appropriate with additional supplies of paper and stationery
- Monitor the efficient timing of exams to required standards
- Collect (in a specific order), check in and maintain the integrity of examination papers at the end of the exam
- Act as a Reader and/or Scribe for pupils if required

Please note we may hold interviews as and when applications are received, and we reserve the right to offer to a candidate prior to the closing date. We therefore encourage you to apply as soon as possible.

Shavington Academy is committed to safeguarding and promoting the welfare of all our pupils and expects all employees and volunteers to share this commitment.
All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training

Informal inquiries prior to application should be made to exams@shavington.academy

Closing Date: Friday 20h November 2026 @12 noon / **Interview Date Week Commencing:** 23rd November 2026

To apply for this post, please complete an application form.
Applications should be returned to recruitment@shavington.academy

Application packs are available from the Academy website: www.shavington.academy
or by emailing: recruitment@shavington.academy
Please note that only fully completed Academy applications forms will be considered