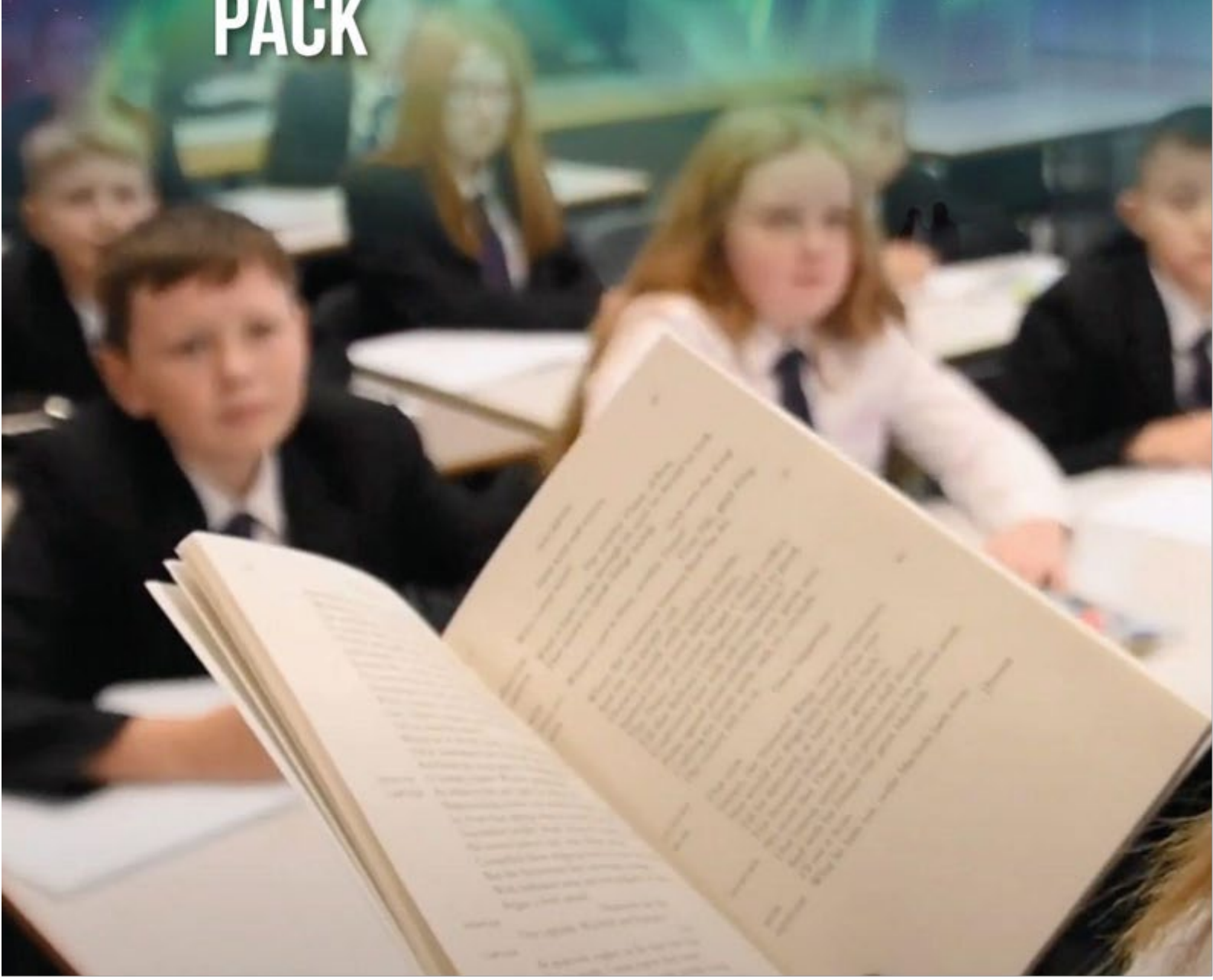




**Northern  
Lights**  
LEARNING TRUST

**Exam Invigilator  
Venerable Bede CE Academy**

# **APPLICATION PACK**



# Northern Lights



We are a Multi-Academy Trust currently comprising ten schools – primary and secondary – and over 4,200 children and young people in an area stretching from Teesside through to Wearside.



We are a Teaching School Hub, one of 87 DfE centres of excellence for teacher training and development, focused on some of the best schools and multi-academy trusts in the country.



We are an Early Years Stronger Practice Hub, set up by the DfE to provide advice, share good practice and offer evidence-based professional development for early years practitioners.

## OUR SCHOOLS



**Benedict Biscop CE Academy**  
Sunderland



**Dame Dorothy Primary School**  
Sunderland



**Grange Primary School**  
Hartlepool



**Hart Primary School**  
Hartlepool



**Holley Park Academy**  
Washington, Sunderland



**Ian Ramsey CE Academy**  
Stockton-on-Tees



**St Aidan's CE Academy**  
Darlington



**St. Helen's Primary School**  
Hartlepool



**St. Peter's Elwick CE Primary School,**  
Hartlepool



**Venerable Bede CE Academy**  
Sunderland

Every Northern Lights school has its own values and its own vision and that's really important to us because all of our schools are there to serve our community but equally, our Trust is there to serve each other.

We do that with humility and with an openness because at Northern Lights it's not all about the academic – that is really important to us – but we know, as a Trust, we are successful if we have ensured that in an holistic way our children and young people have had every opportunity to experience, to flourish, to thrive, to understand the wonder and the joy of the world around them.

*– Jo Heaton OBE, Chief Executive, Northern Lights Learning Trust*





## Welcome from the CEO

Thank you for your interest in the position of Exam Invigilator within Northern Lights Learning Trust.

We are a growing Multi-Academy Trust that is currently made up of 3 secondaries and 7 primaries across Wearside and Teesside, with our central offices based in Seaham. We educate over 4200 pupils and employ over 550 members of staff and serve a diverse range of schools and communities. Each of our schools have their own individual ethos, values and vision, which sit together as part of our Northern Lights vision of 'Shining Together and Stronger Together'. As a CofE MAT, our schools are a mixture of Church and non-Church schools that range in size and levels of disadvantage. We see this diversity as a real strength to learn from and work with each other.

As a Multi-Academy Trust we are at the heart of the current educational landscape, as a designated DfE Centre of Excellence as a Teaching School Hub and DfE Early Years Hub, responsible for teacher development across all ages and phases of education, working with over 300 schools. We are collaborative in our approach and value professional development highly in all we do.

We seek to be an employer of choice, with 100% of staff satisfaction in our latest survey, *'I am proud to work for a forward-thinking Trust who put people development at the heart'*. We seek to support our staff to develop and thrive.

We are looking for someone whose values align with us as a Trust and has the drive and ambition to work collaboratively to provide the best opportunities and outcomes for our young people.

We look forward to receiving your application.

Yours faithfully

Jo Heaton  
Chief Executive Officer

## Welcome from the Head of School



Thank you for your interest in the post of Exam Invigilator at Venerable Bede, where it is my privilege to serve as Head of School. We are a popular secondary school serving our local community. We sit on the border of Ryhope, Silksworth and Doxford Wards in Sunderland, but we have pupils who attend our school from across the city and beyond. It is our goal to provide an inclusive education, within the context of our local community, in which the rights of everyone are respected, regardless of personal beliefs. We are proud to be a school at the heart of our community.

We are a medium sized secondary school, built to accommodate 900 pupils. Our fundamental aim is to equip our pupils with the qualifications and skills which they will need to take their place in a modern British society. We hope that we play our part in helping our pupils understand how to live “Life in all its fullness” (John 10:10). Our mission statement is “To create a stimulating, secure and caring environment within which all members of our community will realise their potential in the light of the Christian Gospel.” This is embodied in our school motto: “Soar to the Heights Together”.

We want all of our pupils to reach their full potential. For each of our pupils we hope that with the guidance and support of their families and teachers, each of them will be able to develop their individual talents and fulfil their lifelong goals. I firmly believe that all children should have equal chance of success. It should be our goal in schools to enable all pupils to thrive, instilling in them a thirst for knowledge, and enabling them to understand how they play their part in unlocking their potential.

Every child deserves the right to a broad and balanced curriculum. At Venerable Bede Academy, we offer a DEEP curriculum to every child that spans 7 years as we have a range of transitional opportunities with our primaries (Y6) and local colleges (Y12).

Thank you for your interest in our academy. Visits to the school are welcome, by prior agreement. Please contact the school on 0191 5239745 to express an interest.

Kind regards

Tracey Burgess

Head of School

**Venerable Bede CE Academy**  
**Exam Invigilator**  
**Required as soon as possible**

The successful candidate should:

- Demonstrate high expectations of yourself and others.
- Enjoy working collaboratively, being innovative and creative
- Have the skills and knowledge to ensure the school is a safe environment
- Possess excellent organisational skills
- Have an understanding when dealing with children and adults
- Keep calm under pressure whilst maintaining confidentiality
- Have an enthusiasm which would allow you to be supportive of the Trust and school's ethos.

If this is you, we would really welcome your application.

### **In return you will receive:**

- A supportive working environment that puts people at the heart of the organisation
- The opportunity to work as part of a growing Trust and shape this role
- Continuous professional development
- A range of Trust initiatives that improve wellbeing. Current initiatives include an annual wellbeing day.
- National Terms and Conditions of Employment
- Teachers' Pension Scheme/ Local Government Pension Scheme

### **Employee welfare package through Education Mutual including:**

- 24-hour GP access
- Nurse support service
- Mental health services, including stress management, mental health first aid training and bereavement support
- Free Flu vaccinations
- Counselling Services
- Physiotherapy
- Financial wellbeing coaching
- Maternity and Paternity support
- Menopause support
- Access to useful wellbeing resources

### **Employee benefits package through Vivup including:**

- Cycle to work scheme
- Lifestyle savings including discounts on shops, food and drink and days out

**CLOSING DATE: -**

**Applications must be received by: Friday 16<sup>th</sup> of January 2026**

**Shortlisting will take place on: w/c 19<sup>th</sup> of January 2026**

**Interviews will take place on: w/c 19<sup>th</sup> of January 2026**

**HOW TO APPLY:**

Applications should be submitted online through your Every portal or if you prefer you can submit through post to Recruitment, Northern Lights Learning Trust, Spectrum Business Park, Lighthouse View, Building 2, Seaham, SR7 7PR

Applications will only be considered on receipt of an application form, CV's and other forms of application will not be accepted. For further information, or if you would like to arrange a visit to the school, please contact us on [recruitment@nllt.co.uk](mailto:recruitment@nllt.co.uk)

## **JOB DESCRIPTION**

**Post:** Exam Invigilator

**Responsible to:** ICT Manager

**Salary band:** Hourly Paid; National Living Wage

**Start date:** As soon as possible

**Contract:** Casual

### **Key purpose of the role:**

Under the supervision of the Examinations Officer, working positively within the school's academic and pastoral systems by providing supervision for examinations and providing administrative and practical support for the conduct of examinations.

Ensure the fair and proper conduct of examinations

Maintain the integrity and security of the examination and assessment process

### **KEY RESPONSIBILITIES:**

- Being fully conversant with the rules and regulations necessary for the proper conduct of examinations
- Ensuring that the room and materials are set out in a manner to comply with the above
- Collecting materials and other resources needed for examinations both before and after examinations
- Ensuring that the pupils admitted are fully conversant and compliant with the rules and regulations for the conduct of examinations
- Informing the Senior Exam Invigilator of any breaches of school discipline during the examination
- Giving full attention to the proper conduct of the examination i.e. not performing any additional task in the examination room.
- Being aware of the arrangements for contacting a subject teacher in relation to problems which may require their professional judgement



- To act as a Reader and/or Scribe for a pupil during an exam
- Under the supervision of the Examinations Officer assisting with the collection of exam boxes and the return of the exam packages
- Assisting with the admittance of pupils to the examination room
- Assisting with the completion of the invigilation and attendance register including pupils who may be in other rooms
- Notifying any changes or absences to the Senior Exam Invigilator
- Ensuring that pupils are seated according to the seating plan
- Under the direction of the Senior Exam Invigilator, despatching scripts to the pupils
- Ensuring that the exam starts promptly and pupils are aware of the time allotted
- Supervising pupils in allocated rows/groups
- Ensuring that pupil's requests are dealt with appropriately
- Collecting in all work at the end of the examination and ensuring its proper return to the appropriate office
- Ensuring that no examination papers are removed from the examination room
- Under the direction of the Senior Exam Invigilator, ensuring that scripts are in candidate number order
- Assisting with the dismissal of pupils from the examination room
- Attending and participating in training and development activities as required.
- Participating in professional development and review.

- Attending meetings, liaising and communicating with colleagues in the school, outside agencies and other relevant bodies.
- Being an effective role model for the standards of behaviour expected of pupils.
- Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body and the Trust
- Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.
- Treating pupils consistently with respect and consideration and being concerned with their development as learners.
- In line with the school's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.
- Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.
- Reflecting upon and seeking to improve personal practice.
- Working within school policies and procedures and being aware of legislation relevant to personal role and responsibility in the school.
- Recognising equal opportunities issues as they arise in the schools and responding effectively, following school policies and procedures.
- Building and maintaining successful relationships with pupils, parents/carers and staff

## PERSON SPECIFICATION: Exam Invigilator

| CATEGORY                           | ESSENTIAL                                                                                                                                                                                                                | DESIRABLE                                                                                                    | METHOD OF ASSESSMENT |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|----------------------|
| <b>APPLICATION FORM</b>            | 1. Completed application form                                                                                                                                                                                            |                                                                                                              | A                    |
| <b>QUALIFICATIONS AND TRAINING</b> | 2. Good standard of education                                                                                                                                                                                            |                                                                                                              | A / Q                |
| <b>EXPERIENCE</b>                  | 3. Experience in basic administration.                                                                                                                                                                                   | Experience of working within a school environment<br><br>An awareness of and interest in educational matters | A / I                |
| <b>APTITUDE AND SKILLS</b>         | 4. Good communication, interpersonal, organisational and ICT skills                                                                                                                                                      |                                                                                                              | A / I                |
| <b>PERSONAL CHARACTERISTICS</b>    | 5. To be able to communicate effectively with pupils<br>6. To be reliable and conscientious<br>7. A desire to learn new skills<br>8. Perseverance<br>9. Being a team player<br>10. A flexible approach to work (some out |                                                                                                              | A / I                |

|              |                                                                                                         |  |                                        |
|--------------|---------------------------------------------------------------------------------------------------------|--|----------------------------------------|
|              | of hours work may be necessary)                                                                         |  |                                        |
| <b>OTHER</b> | Recommendation from both referees<br><br>Fully enhanced DBS clearance with children's barred list check |  | References<br>Enhanced DBS certificate |

**Venerable Bede CE Academy, part of the Northern Lights Learning Trust, is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.**

#### Key

A = Application

Q = Qualification certificates

I = Interview

#### **References:**

References will be requested prior to interview, unless there are exceptional circumstances, and the applicant does not give consent to do so on the application form. Please contact us to discuss further if you do not consent.

#### **DBS:**

Northern Lights Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

**Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.**

#### **Safeguarding:**

Northern Lights Learning Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. To fulfil this responsibility effectively, all professionals should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child.

#### **Pre-employment occupational health:**

Pre-employment occupational health checks are an essential part of the selection and recruitment

process to assess if any reasonable adjustments are required. In some circumstances, an appointment with Occupational Health may be required to assess fitness for the role.

**Equal opportunities:**

Northern Lights Learning Trust are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community. Applicants with disabilities will be granted an interview if the essential job criteria are met.

**Artificial Intelligence and Recruitment at Northern Lights Learning Trust**

Northern Lights Learning Trust is committed to embracing innovation while maintaining fairness and integrity in our recruitment processes. We recognise that candidates may choose to use AI tools to support the preparation of their applications. While this is acceptable, we expect all submissions to reflect the applicant's own experiences, values, and suitability for the role and it is essential that AI is used appropriately.

AI must not be used to:

- provide misleading or false information at any stage of the application journey
- inflate or invent qualifications, skills or experience
- complete assessments as part of the recruitment process
- create generic responses and copy them into your application

If you have any questions about the use of AI in your recruitment process with us, please contact [hadmin@nllt.co.uk](mailto:hadmin@nllt.co.uk)