
	<p style="text-align: center;">Belvidere School Belvidere Lane Shrewsbury Shropshire SY2 5RJ</p> <p style="text-align: center;">Telephone 01743 235073</p>	
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Job Title: Exam Invigilator

Hours per week - Casual - during Examination periods, term time only

Contract Type: Casual, flexible working during exam periods

Grade 1 £12.65 hourly rate

START DATE: November 2026

TrustEd Schools is a multi-academy trust based in Shropshire consisting of five secondary schools and four primary schools and is committed to raising pupils' aspirations so that all young people reach their fullest potential and achieve the success they want for themselves.

Belvidere School is a successful, oversubscribed 11-16 comprehensive school in the county town of Shrewsbury. In 2024 we moved into a brand new purpose-built school building.

We are looking to appoint Exam Invigilators to oversee and supervise examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during all examination sessions. The successful candidate will work as part of a pool of invigilators and will need to be reliable and punctual, highly flexible and able to relate to learners. In this role you will assist in the supervision and invigilation of internal and external examinations at various times of the year in accordance with examination board requirements and under the directions of the Examination Officer.

The post holder is directly responsible to the Examination Officer.

The post holder will be responsible for assisting with:

- The maintenance of the appropriate regulations as prescribed by the examination board
- The supervision of the orderly entry of candidates to the examination room
- The distribution of relevant materials
- The supervision of the candidates under examination conditions during the examination
- The collection of scripts and other materials at the end of the examination
- The supervision of the orderly dismissal of the candidates from the examination room
- The collection and return of scripts to the examination office as appropriate

Application process

- Full details of the role and application process are available from the school's website [Belvidere School - Vacancies](#). If you feel you have the qualities to complement our

existing team, then we would love to hear from you. **Please note CVs will not be accepted.**

- The closing date for all applications is **Monday 6th July 2026 at 9am.**
- Date of interview to be confirmed. An email will be sent, or telephone call will be made to shortlisted candidates with details of the interview process. If you have not heard from us within a week of the closing date, please assume your application has been unsuccessful.
- Completed application forms should be returned by email to Kully Thandi at recruitment@belvidereschool.co.uk by the closing date.
- The appointment is subject to satisfactory pre-employment clearances including references, medical clearance, and an enhanced DBS Disclosure under the Rehabilitation of Offenders Act 1974. Further details regarding this check are available by visiting www.dbs.gov.uk. This Trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.
- We are an equal opportunities employer and are committed to diversity and gender equality in our hiring practices.
- Shortlisted candidates will be required to complete a self-declaration of their criminal record. All applicants are required to disclose whether they have any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children.
- An online search will be undertaken as part of due diligence checks during the shortlisting process.