Required for November 2026
Invigilators – Furness Academy and Walney Academy
Job Reference Code: FET 047/1709
Salary range: £13.28 per hour

Due to continuous growth Furness Academy and Walney Academy are looking to recruit exam invigilators to join our existing friendly and committed team. The main external examination season runs through May and June, with other exams and assessments held periodically throughout the year from November to July. You must be punctual, have a flexible attitude to work, be able to demonstrate an attention to detail and possess good communication skills.

We are:

- A thriving seven-school Trust with over 2600 students, with four schools rated Ofsted Good and two rated Ofsted Outstanding, with excellent potential for the future;
- A family of schools with a comprehensive intake, playing a key role in our local community and a strong foundation of moral purpose;
- A Trust that has at its heart a sense of ambition and determination to deliver excellent teaching, care and holistic school experience.
- A Trust whose work is underpinned by the values of collaboration, aspiration, excellence and integrity to deliver the best possible education and opportunities for all students.

We will offer you:

- A very welcoming Academy where the development of every person matters.
- Hard-working, committed and aspirational staff and students.
- The whole-hearted support of Furness Academy and Walney Academy's Leadership Team.

You will:

- Assist with setting up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures.
- Closely follow and enforce exam procedures and regulations set by Joint Council for Qualifications (JCQ).
- Assist candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted inside examination venues.
- Ensure candidates do not talk once inside the examination venues.
- Invigilate during examinations; deal with queries raised by candidates and deal with exam irregularities in accordance with procedures.
- Check attendance during examinations and record details of late arrivals and early leavers and collect scripts from early leavers.
- Ensure that candidates are aware of the start and finishing times of examinations
- Escort candidates from venues during the examinations as required and supervise candidates whilst outside examination venues ensuring no unauthorised material is consulted and that examination regulations are observed at all times.
- Report any breach of examination rules immediately.
- Assist candidates as appropriate with additional supplies of paper and stationery.
- Collect, collate and deliver scripts at the end of the examination in accordance with procedures.
- Supervise candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and that candidates leave venues in an orderly manner.
- Assist with the packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues if required.

Closing date: Friday 2nd October 2026
Interviews: W/C Monday 5th October 2026

For further information or enquiries regarding this post, please contact the HR Officer on 01229 484277 or via email to hrrecruitment@furnessacademy.co.uk or alternatively you may download an information package and application form from our website at www.furnessacademy.co.uk.
Please note we only accept CV's with a fully completed application form.