CRESTWOOD
COMMUNITY SCHOOL

Exam Invigilators/Access Arrangement Assistants

Recruitment Pack







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May we take this opportunity to thank you in anticipation of your application. If, however, you have not heard from us by the proposed date for the interview you should assume that on this occasion your application has not been successful. In that event we wish you every success in any future applications you make.



Section 1: Post Advertisement

Post:	Exam Invigilators
Start Date:	Immediate
Location:	Shakespeare and Cherbourg Campus
Salary Scale:	Grade C: £14.93 per hour (including holiday pay)
Contract:	Casual hours to be agreed with the school
Closing Date:	**Monday 30th November 12pm**

Crestwood Community School is one school, with two campuses serving central Eastleigh. We are looking to appoint enthusiastic people to join us as Exam Invigilators and Access Arrangement Assistants across both campuses.

We are looking to recruit a bank of casual staff who could support students during exams throughout the year. The main examination season this year runs from 6 May 2027 to 18 June 2027, with examinations on most days, but we also run mocks at other times of the year. In order to be registered as bank staff you will be required to subscribe to the DBS Update Service (the fee will be reimbursed to you by the school).

Good literacy and organisational skills are essential. Full training will be given so previous experience is not needed.

Invigilators provide a vital role in supporting and assisting the Examinations Officer with the administration and supervision of examinations and ensuring all Joint Council for Qualifications (JCQ) regulations and guidelines are adhered to.

Main duties and responsibilities will include, but are not restricted to, the following:
Setting up exam rooms in accordance with exam board regulations and guidelines.
Starting and finishing each exam according to regulations.
Invigilating during exams, dealing with any queries raised by candidates and highlighting/dealing with any exam irregularities in accordance with procedure.
Collection and collation of exam scripts.
Ensuring that the exam room is left clear and tidy for the next session and that any equipment is returned.
On occasion, acting as a reader or scribe to support students who require access arrangements in their exams.

Crestwood Community School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

Section 2: About Crestwood Community School

We are one school over two campuses, serving the children of central Eastleigh, which is a vibrant town, with large amounts of development in both business and residential areas. There has been an expansion in the primary sector with several local schools undergoing expansion to their buildings to accommodate the growth in student numbers. Crestwood merged with the former Quilley School in 2016 to provide one secondary school for Eastleigh, something new and exciting, offering high quality education for the children of Eastleigh. In 2022 we became oversubscribed in every year group and are operating a waiting list across both campuses. The two campuses are situated at Shakespeare Road and Cherbourg Road and both offer the same high quality education to all year groups with little movement of students. We have two specialised Resource Provisions, dyslexia and SEMH.

As the long serving Executive Headteacher of this wonderful school, I have a clear vision and an absolute determination, alongside my team, to continue to improve even further the provision of education across Eastleigh. The school has a very mixed intake and as a result areas such as pupil progress, behaviour and attendance remain a challenge.

The composition of the school as of October 2026 was:

Students	Current	National	Eastleigh
School number on roll	1478	Well above National	
School %FMS (6)	37.48%	Close to average	Close to average
School %SEND support	18.61%	Above average	Above average
School %EHC plan	8.32%	Well above average	Above average
School %EAL	14.3%	Close to average	Close to average
School %LAC	1.07%	Well below average	Well below average

We agree with the recent Ofsted areas for Improvement and have established school wide staff working parties to address these.

The Ofsted report states that “Leaders and governors are driven by a strong sense of moral purpose. They are ambitious for pupils’ futures and drive to provide the best opportunities for them. Staff share these aspirations and are loyal and committed”.

We care deeply about our school, the staff, the students and the community we serve, we are a school with a heart. We as a school are clear about our improvement agenda and we work cohesively as a school wide team. As this was our fifth consecutive “good” grading it demonstrates that at Crestwood we are continually providing a consistent quality in all we do, against a backdrop of tougher standards and criteria to be judged against.

Staff are predominantly one campus based but may be expected to teach across both sites, whilst playing an active part in their innovative and high-performing teams. Across both campuses we have been successful in establishing a strong culture and ethos, typified by the #Crestwoodfamily.

Our Ofsted report from February 2024 stated that at Crestwood “there is a welcoming, friendly atmosphere”. They also said that “teachers and support staff, including those in the early stages of their career, are proud to work at the school. They particularly value school leader's careful consideration of their workload and well-being so that they can focus their efforts fully on pupils’ education.” In addition Ofsted report that “many pupils, staff and parents describe the school as a ‘big family’.

We have enhanced our campuses significantly over the past few years. We have refurbished nearly all areas across the school. We have had a new crescent area and roof at Shakespeare which has enhanced the building significantly. The Cherbourg Campus is situated between the town’s two post-16 providers. The site is well maintained with specialist facilities in excellent condition throughout, including 5 new Science rooms and refurbished Sports Hall. In totality we are a school continually on the up and have a can-do-more attitude.



Section 3: Person Specification

Job title:	Exam Invigilator
Salary Scale:	Grade C: £14.93 per hour (Including holiday pay)
Responsible to:	Exams Officer
Special Conditions:	An enhanced Disclosure and Barring Service (DBS) check is required for this post.

Qualifications

Essential

- Good literacy/numeracy skills

Desirable

- Level 2 in Maths and English (GCSE Grade C or equivalent)
- Further study at further and/or higher education

Experience

Essential

- Experience of working with children and young people

Desirable

- Experience of working within a school

Knowledge and skills

Essential

- Good organisation skills
- Excellent timekeeping
- Professionally discreet and able to respect confidentiality

Desirable

- IT skills