THE LEARNING TRUST

NURTURING • AMBITION • EXCELLENCE

Queen's Park High School

CIS







The Standard EDUCATION AWARDS 2024

CELEBRATING SUCCESS

Sponsored by Excell. supply

Secondary School of the Year

WINNER

Queen's Park High School

Post of: Exam Invigilator
Application Pack

Casual post required to start as soon as possible
The role would suit applicants who prefer to work flexible daytime hours during term time

Salary: Grade 3 SCP 4
£26,016 full-time equivalent (Hourly rate: £13.48)

Closing Date: 9am Friday 20th November 2026
Interviews will be held week commencing 30th November 2026

Inspiring Individuals • Empowering Minds • Defining Futures

Ofsted Good Provider

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Welcome

POST

Exams Invigilator

Thank you for your interest in our Exams Invigilator post. In this pack you will find information about the post including a job description.

This is a casual post requiring which allows you to work flexible daytime hours during term time. No experience is required as full training will be provided. Please note the hours are 'seasonal' (i.e. varied and as required) and dependent on when the examinations take place.

We are seeking reliable and organised individuals with good attention to detail, to work with our Exams team across Queen's Park High School and Chester International School (CIS) on our Handbridge campus. You will need to be flexible and have good levels of initiative in order to perform the many and varied duties.

Queen's Park High School is an 11-18 school, with approximately 130 in each year group and 150 in Year 12 & 13.

Chester International School (CIS) is a smaller school where students start at Year 10 and finish at Year 13. There are approximately 80 students in each year group.

The Learning Trust (TLT) is a great place to work. Results and facilities are excellent and the students are well motivated. We try to live by the maxim *"Happy, Hardworking and Caring"* and expect that all staff should be a role model for these three characteristics. Both schools are situated on the same site in Handbridge, which has great links to Chester and surrounding areas.

Further information about each school and the Learning Trust can be found by visiting the websites below:

www.qphs.co.uk **www.chesterinternational.co.uk** **www.tltrust.co.uk**

To apply for this post, please follow the link: **QPHS - Vacancies** or ***Join our Team*** and click on 'Apply Now' in the ***MyNewTerm*** section on our schools website's vacancies page.

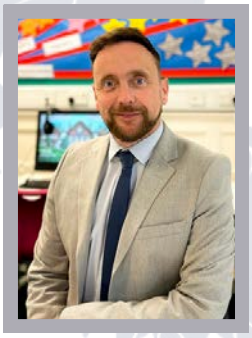
The deadline for receipt of applications is **9.00am** on **Friday 20th November 2026**

Interviews will take place w/c 30th November 2026

We hope you are interested in applying for this post and thank you in advance for all the work we know it will entail.

We look forward to welcoming you.

Tom Kearns
CEO The Learning Trust



Job Description

Role: Examinations Invigilator
Responsible to:
Examinations Officer (QPHS & CIS)

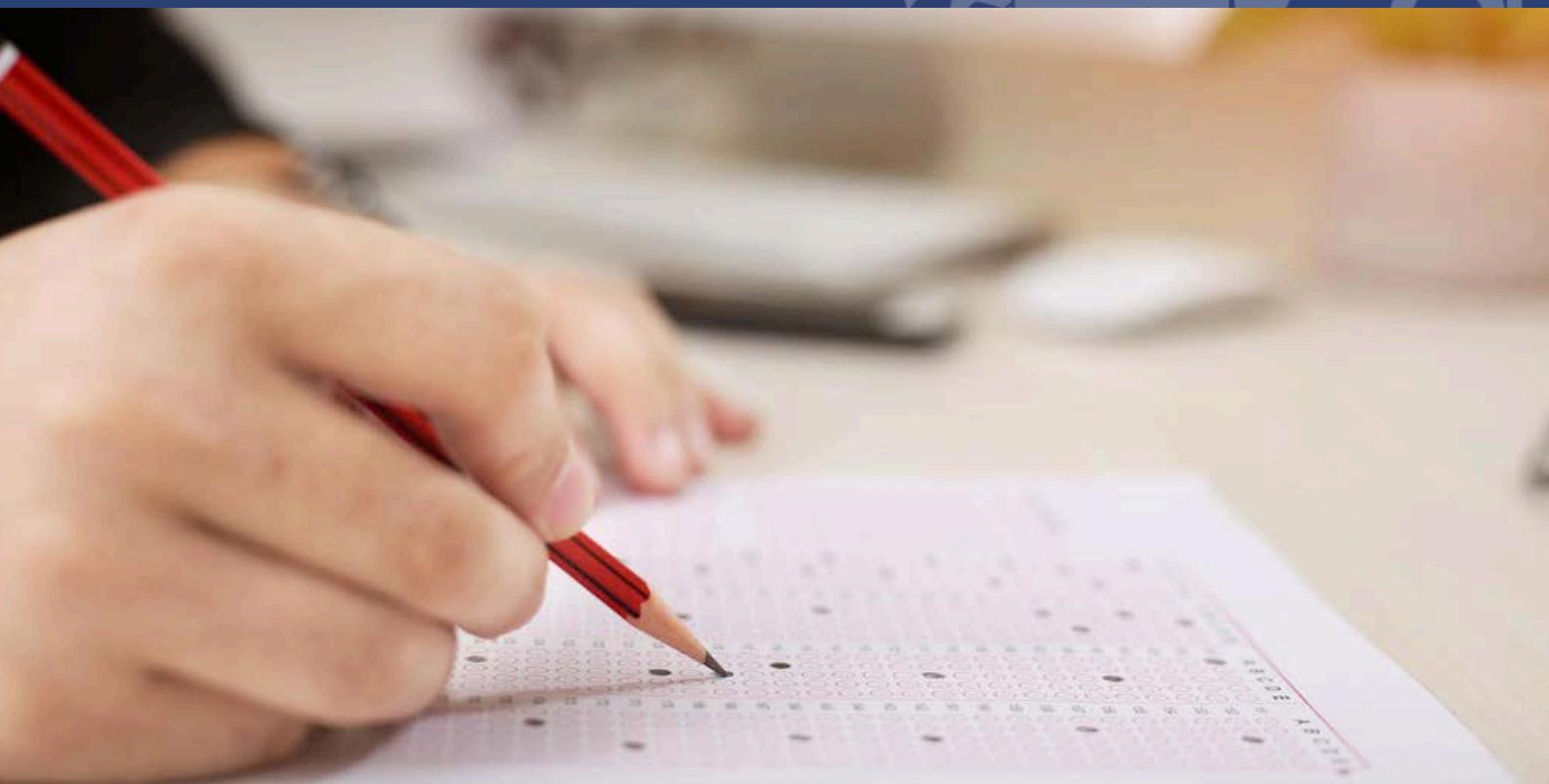
CLOSING DATE
9.00am
Friday 20th November 2026

Core Purpose

- To work with the Examinations Officer and the Examinations Team to ensure the smooth running of the exams across Queen's Park High School and Chester International School.

Main Responsibilities

- To assist with checking, preparation and set up of exam rooms, prior to arrival of students.
- To check the identity of candidates, complete attendance registers and distribute examination papers.
- To supervise candidates in the examination room, minimise disruptions and distractions and maintain examination conditions throughout.
- To assist candidates as appropriate with additional supplies of paper and stationery.
- To monitor the efficient timing of the exam to required standards.
- To collect, check in and maintain integrity of examination papers at the end of the exam.



Person Specification

Criteria	Qualities
Qualifications	• A good general education: Minimum, 5 GCSEs grade A* - C, including English and Mathematics or equivalent.
IT Skills	• A good working knowledge of Microsoft Word is desirable, but not essential.
Availabiity	• Good availability for the main exam seasons, i.e. during May and June. Availability for at least 6 out of 10 sessions per week during these months. A session generally runs from 8.15am – 12noon in the mornings, or 1pm – 4pm in the afternoons, (these times can vary though, particularly during the main exam season).
Personal Qualities	• Display an open and approachable manner, having an enthusiastic approach to work along with a cheerful attitude and a good sense of humour. • Smart, professional and business-like image, reflecting the ethos of the Trust. • Impeccable integrity and commitment to confidentiality. • Excellent interpersonal skills, with an ability to communicate well with students and staff. • Experience of working with young people is desirable, but not essential. • Good organisational skills with the flexibility to adjust to the demands of a busy examinations season. • Confidence to take responsibility for own tasks, with support from the Lead Invigilator and Examinations Officer, when needed. • An aptitude to learn quickly and adapt easily.

Application Process

Timetable for the Appointment

The selection committee will consider applications and candidates selected will be notified as soon as possible thereafter and provided with more detailed information including the necessary paperwork to bring to the interview.

The Interview

During the interview process the applicants will be assessed to determine how they fulfil the requirements of the post and this will include a consideration of the applicant's suitability to work with children.

If the applicant is shortlisted, any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview.

How to Apply

In order to promote fairness and consistency amongst applicants, only application forms fully completed will be accepted (please refrain from using "*please see attached CV*" when completing sections of the form). You may wish to provide further information on a separate sheet where space is limited on the form. However, should you have a disability that prevents you from completing an application form, please contact the school for advice.

Incomplete forms or a form containing gaps in the information provided may be returned for completion before it can be considered.

We encourage applications from a diverse range of applicants.



To apply for this post, please follow the link below to our website's vacancies page, then click on **'Apply Now'** in the *MyNewTerm* section:
https://www.qphs.co.uk/page/?title=Vacancies&pid=19

If you have any recruitment queries, please contact:
tltrecruitment@tltrust.co.uk

Interviews will take place:
w/c 30th November 2026

CLOSING DATE for applications: 9.00am on Friday 20th November 2026

Additional Information

Referees

References will only be sought for those candidates who are invited to attend for interview. Applicants should provide details of two referees on the Application form, one of whom must be your current or previous employer. These referees will be contacted prior to interview as part of the pre-appointment checks.

Evidence of Eligibility to Work in the UK

In accordance with the requirements of the Immigration Act 2016, if you are invited to interview you will be required to produce evidence of your eligibility to work in the UK and you must bring original documents with you to the interview in the form of:

- A passport/national identity card confirming either British Citizenship or European Economic Area Nationality /or a valid work-permit to cover the role applied for or;
- A document from the Home Office confirming that you are allowed to work in the UK.

If you do not have any of the documents listed above you will need to discuss with the HR Administrator who will facilitate an alternative approach.

Short-Listed Candidates

An online search will also be carried out as part of due diligence on all short-listed candidates.

All short-listed candidates are required to complete a criminal record self-disclosure declaration form prior to interview. If the Trust does not receive your completed declaration, the Trust reserves the right to withdraw the offer of interview.

Verification of Educational/ Professional Qualifications

You will be required to provide evidence of any educational or professional qualifications necessary or relevant to the post you have applied for.

Originals or certified copies must be produced. When these are not available, written confirmation of the relevant qualifications should be obtained from the awarding body.

Pre-Employment Health Declaration

All successful applicants upon offer of employment will be required to complete a pre-employment Health Declaration to ensure that they are both physically and mentally fit to carry out the role applied for. Health conditions should be declared to enable the consideration of reasonable adjustments.

Feedback

We welcome feedback on the quality and scope of our recruitment process.



Safeguarding

The Rehabilitation of Offenders Act

The Rehabilitation of Offenders Act allows for a person who has been convicted of a criminal offence involving a sentence of not more than 2.5 years imprisonment and who has since lived trouble free for a specified period of time (related to the severity of the offence) to be treated as if the offence, conviction or sentence had never occurred. This is known as a spent conviction.



This job is one of those to which the provisions of the above Act in relation to spent convictions, do not apply. Applicants must therefore disclose whether they have any previous convictions, whether or not they are spent.
Should an applicant have a criminal conviction, this will be discussed in confidence at interview. However only convictions that are relevant to the job in question will be taken into account. Failure to disclose any conviction could lead to an application being rejected, or, if appointed, may lead later to dismissal.



People who have convictions will be treated fairly and given every opportunity to establish their suitability for the job, all applicants will be considered on merit and ability.

Any information that you give will be kept in strict confidence and will be used only in respect of your application for the job.

Disclosure and Barring Service (DBS)

Successful applicants will be asked to apply for a Criminal Record Check (Disclosure) from the Disclosure and Barring Service.

This job is subject to an Enhanced Disclosure which provides details of all convictions held on the Police National Computer Database, including current and spent convictions as well as details of any cautions, reprimands or final warnings. If a job involves working with children, the disclosure will indicate whether information is held on government department lists. There is an additional level of check which also includes a check on local police records.

A copy of the Disclosure and Barring Service Code of Practice is available on request. Further information about the Disclosure scheme can be found at https://www.gov.uk/disclosure-barring-service

A copy of the school's Safeguarding Policy can be found here:
QPHS Policies & Documents

THE LEARNING TRUST

Queen's Park High School is part of **The Learning Trust (TLT)**. Our Trust exists to serve young people, to educate, enlighten and give them the expertise and confidence to succeed. Our values are displayed on this page. We believe that through them and through honest and open collaboration, higher standards will be achieved across the Trust.

TLT currently comprises three secondary schools: Queen's Park High School, Christleton High School and Chester International School, and one primary school: Belgrave Primary School - and discussions continue with the aim of expanding our offer to partners both local and international. Our offices are based at Queen's Park High School, Chester. We believe that Chester and the North West offers a truly brilliant opportunity for education, business and quality of life, and it is our mission to further enrich this by providing an education service which is both diverse and outstanding.





Tom Kearns
Chief Executive Officer



Paul Heath
Chair of Trustees

1. Students are always first - the prime consideration in all decisions will be the best interests and educational outcomes of current and prospective students.

2. Mutual benefit - the interests of the Trust will always be combined with the interests of individual schools, seeking the very best and co-operating to share resources and success.

3. Inclusivity - the Trust will welcome students of all backgrounds and abilities.

4. Freedom to innovate and make decisions - optimum delegation to local Governing Bodies and individual schools commensurate with the Trust's statutory responsibilities and efficiency.

5. Excellence and learning - every student will be supported and challenged to achieve their potential. All adults employed by and associated with the Trust will have and exhibit a 'learning mindset'.

6. Partnership - the Trust will continually seek to work in partnership to achieve better outcomes for current and prospective students, and to improve education in the area.

7. Fairness - all students and staff will be treated with fairness and parity whilst encouraging diversity and identity.

8. Integrity - all those associated with the Trust will act with kindness, courtesy and integrity, in accordance with both school and Trust ideals and values.

OUR SCHOOLS



QUEEN'S PARK HIGH SCHOOL

I would like to wish you a very warm welcome to Queen's Park High School, a smaller than average 11-18 school, beautifully located to the south of the River Dee, in the heart of Chester. Queen's Park is an ambitious, forward thinking school with a clear vision, which is to 'Inspire Individuals, Empower Minds and Define Futures'. We strive to provide the very best learning and personal development opportunities for every young person in our care, but we also strive to provide these opportunities with care too! We are very proud to announce that our school was awarded Secondary School of the Year at the Excell Standard Education Awards 2024.

Tom Kearns, Executive Headteacher - Handbridge Campus



CHESTER INTERNATIONAL SCHOOL

Chester International School is a hub of technology, innovation and academic study which is unparalleled in its commitment to global and professional engagement. We offer extended field studies and our students can choose subjects and elective activities which really interest them and there are many opportunities for travel and adventure. As you explore what makes CIS unique, I encourage you to consider how you might fit in our dynamic community.

Tom Kearns, Executive Headteacher - Handbridge Campus



CHRISTLETON HIGH SCHOOL

We are a highly successful school situated in the picturesque village of Christleton, with over 1,350 students on roll. The School serves a community of small villages and housing on the east side Chester, approximately three miles from the City centre. We are a school where the desire to learn is infectious and students of all abilities flourish. Everyone works hard to create a learning environment where all are welcome and diversity is celebrated. Consequently, academic standards at the school are very high and frequently amongst the highest in the region, thanks to: highly motivated staff; children who wish to learn and parents who support them.

Kevin Smith, Headteacher



BELGRAVE PRIMARY SCHOOL

Belgrave Primary School was opened in 1968 and was originally a one form entry primary school. It became an infant school in 1974 and returned to being a primary school in September 2008. Since 2008 our admission number has been 30 and we are a one form entry school. The school is attached to Westminster Park Community Centre which serves the local area. The school is well resourced with laptops and iPads in Key Stage One and Two in addition to desktop computers in the Key Stage Two workspace. All classes have interactive whiteboards. We have large practical "workspaces" outside the classrooms which are used for a range of lessons and activities including art, design and technology, Computing and group teaching.

Juliette Benton, Headteacher

Why
THE LEARNING TRUST?



We think The Learning Trust is a great place to work

We are committed to building a supportive and inclusive organisation, where wellbeing is taken seriously and where everyone can do their best work and achieve their full potential.

Joining The Learning Trust means there are plenty of opportunities to progress your career and to work with supportive and inspiring colleagues and students who are willing and eager to learn.

There are a range of benefits including competitive salaries, enhanced family friendly policies and tailored professional development.

Our values are deeply embedded in all we do



Nurture • Ambition • Excellence

Benefits

- Cycle to work scheme
- Access to health and wellbeing support via our Employee Assistance Programme.
- A discounted gym membership with Brio Workfit Scheme
- Opportunities for training and further career development:
  · Trust Middle Leaders Development Programme
  · Lead Practitioner training and deployment
  · ECT Support Programme
- Onsite canteen facilities
- Free eye tests for DSE users
- Enhanced family friendly policies - including 2 weeks' paid paternity leave for all employees, plus flexible working policy to support work-life balance.
- Enhanced holiday entitlement and long service recognition: full-year, full-time, support staff receive 25 days holiday plus bank holidays, increasing to 30 days plus bank holidays after 5 years of service, pro-rata for part-time support staff.
- 37 hour per week for full time support staff.
- Our own Wellbeing and Work Reduction Charter
- Trust inset day
- Free Flu vaccinations

Pensions

The Trust operates two pension schemes for staff:

- The Teachers' Pension Scheme for Teaching Staff
- The Cheshire Local Government Pension Scheme for Support Staff

Flexible working

We accommodate flexible working patterns where possible, depending on the role, and we welcome open discussions regarding flexible working requests during the recruitment process.

Terms & Conditions

- The Burgundy Book is incorporated into the contracts of employment of all teachers in The Learning Trust.
- The Green Book is incorporated into the contracts of employments of all support staff in The Learning Trust.
- The Learning Trust honours continuous service, Redundancy Payments Continuity of Employment in Local Government, Modification Order 1999 (RPMO) within the education sector in regard to maternity, sickness, holiday pay and redundancy.