



## Blue Coat Church of England Academy Exam Invigilator

We are seeking reliable, flexible and professional Exam Invigilators to join our team and help ensure the smooth and fair running of examinations during our busy examination periods. Mock examinations typically run between November and January, with formal examinations taking place from May to July.

### Duties include:

- Preparing examination rooms.
- Distributing and collecting examination papers and materials.
- Supervising students during examinations in accordance with examination regulations.
- Maintaining a calm, professional and secure examination environment.

We welcome applications from individuals who are approachable, dependable, able to work flexibly and enjoy working as part of a team. Full training will be provided.

This is a casual worker role, with work offered according to the school's examination timetable and operational requirements. There is no guarantee of hours, although opportunities for work are available throughout the examination periods. Hours will be offered in line with business needs, and we will provide reasonable notice of shifts wherever possible. **The rate of pay is £14.89 per hour.** This comprises a basic hourly rate of £13.28 plus an additional £1.61 per hour in respect of accrued annual leave and bank holiday entitlement.

Blue Coat Church of England Academy is one of the oldest educational establishments in Walsall, is well-respected and valued by the community it serves. We operate on a very collaborative approach to school improvement working with a range of other schools and nationally recognised trainers. The school is very proud of the family ethos which pervades all aspects of its work, which is grounded in Christian values.

In order to be considered for interview, you must fully complete the application form.  
Please note C.V.s cannot be accepted.

**Closing date:** Friday 2<sup>nd</sup> October 2026 at 9am

**Interviews (in person):** Monday 12<sup>th</sup> October 2026

For further details and an application form please visit our website: <https://www.bluecoatacademy.org/vacancies/>

**Applications to be returned to [applications@bluecoatacademy.org](mailto:applications@bluecoatacademy.org)**

*Blue Coat Church of England Academy is committed to the highest standards of safeguarding and promoting the welfare of pupils. All staff and volunteers are expected to share this commitment. This post is subject to enhanced DBS disclosure and a 'prohibition from teaching' check will be completed for all applicants. We are committed to the active promotion of equal opportunities and welcome applications from all backgrounds. We are committed to treating all casual workers fairly and in accordance with current employment legislation and school policies.*