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11 – 16 Mixed Comprehensive NOR 1,470 (across two campuses)
Head Teacher: Krista Dawkins

Exam Invigilators/Access Arrangement Assistants

Grade C1 - £14.62 per hour (including holiday pay)

Casual hours to be agreed with the school to cover exam periods throughout the year

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 8 May 2026 to 26 June 2026, with examinations on most days. 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 had an Ofsted inspection in February 2024, which confirmed that we continue to be a **'good'** school. The report 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'".* This is a happy school, where staff and students want to be. The #Crestwoodfamily pervades through everything we do.



Application Procedure

<https://crestwoodcommunityschool.face-ed.co.uk/Emp/Campaign/DetailsEmpView?campaignRef=SCH-CCS-0005>

Alternatively, you can complete the Support Staff application form which can be found on our website and email this to: hr@crestwood.hants.sch.uk.

You will need to sign up to SAMPeople Recruit in order to apply.

We do reserve the right to close this advertisement early if we receive a high volume of suitable applications.

Closing date: 31st March 2026 12pm.

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.