



Vacancy

Treviglas Academy

Proud to be part of The Roseland Multi Academy Trust

Bradley Road, Newquay

Tel: 01637 872076

Website: www.treviglas.net

Exam Invigilator

Casual Hours

Hourly Rate of Pay: £12.76

Start date: as soon as possible

Are you looking for a flexible role where you can contribute to the success of students in a professional, yet warm and welcoming environment? We are looking for dedicated Exam Invigilators to join our staff team at Treviglas Academy.

Treviglas Academy is part of The Roseland Multi-Academy Trust whose mission is “to provide outstanding education for our communities, where everyone succeeds” and we put our staff at the heart of everything we do to create a team spirit in our highly successful schools.

The successful candidates will undertake work on a casual hourly basis, be reliable, flexible and readily available during main exam periods. This position would suit those requiring the flexibility of casual work and would be particularly beneficial for parents with school age children as the invigilation will take place during school hours. Our school settings have free parking facilities and, where there is a requirement to travel to different schools, mileage is paid.

If you are looking for a role where you can make an impact, we would love to hear from you!

We are looking for:

- A professional, calm and approachable demeanour.
- A team player.

- A strong attention to detail and the ability to stay organised.
- Someone who can be flexible and available around exam schedules.
- A good communicator.
- A person able to give instructions and manage situations involving different groups of people.
- Have basic IT skills.
- Proactive in completing online training courses specific to the role

What we offer:

- A friendly and inclusive team environment.
- Full training and on-going support.
- Flexible hours.
- A chance to be part of something important, contributing to the success of students and their futures

This role suits a variety of backgrounds and you will not need to have previously worked in education as full training will be given. Please apply directly to the school via: recruitment@treviglas.cornwall.sch.uk.

Closing date for applications: Monday 5th October 2026 at 9 a.m.

Date of interview: TBC

Safeguarding Statement:

The Roseland Multi Academy Trust is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.

Our Headteachers and Trustees act reasonably in making decisions about the suitability of the prospective employee based on checks and evidence, including Disclosure and Barring Service (DBS) checks, barred list checks, online searches and prohibition checks, together with references and interview information. The level of DBS certificate required, and whether a check for any prohibition, direction, sanction, or restriction is required, will depend on the role that is being offered and duties involved. As the majority of staff will be engaging in regulated activity, an enhanced DBS certificate which includes barred list information, will be required.