

Exam Invigilators

We are looking for kind, hardworking and highly organised individuals to join the Rudheath family as invigilators during the public examination season. The role of invigilator is key to ensuring the examinations are conducted in accordance with JCQ, awarding body and Rudheath Senior Academy instructions to ensure all candidates have an equal opportunity to demonstrate their abilities.

This position requires good personal and communication skills, ensuring that all children are supported during their exams. Full training will be provided prior to the start of the exam season.

Role Specific Information

Contract: Temporary / Casual

Hours per Week: Casual hours as required

Weeks per Year: During the exam season(s)

Salary: National Joint Council Pay Scales (SCP2 - £12.65 per hour)

Closing Date: Friday 31st October 2025

How to Apply

Should you wish to apply for the post, please complete our online application form which is accessed via the vacancies page of the school website (www.rudheathsenioracademy.org.uk), and send this to recruitment@rudheathsenioracademy.org.uk.

Safeguarding Commitment

The North West Academies trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced Disclosure and Barring Service (DBS).

Diversity in the Workplace

The North West Academies trust values diversity in the workforce and is committed to ensuring that throughout the recruitment and selection processes no applicant is disadvantaged or discriminated against because of the protected characteristics of age, disability, gender re-assignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief and sexual orientation.

“We are seeking highly efficient individuals to support the smooth running of our public examination season.”

Job Description

- Setting out examination desks with question papers and related stationery.
- Ensure a calm environment to give the candidates the best possible exam experience.
- Maintain security and confidentiality at all times.
- Supervising the orderly entry and exit of candidates to the examination room.
- Reporting any absentees to the Lead Invigilator/Exams Manager.
- Invigilation of candidates during the examination.
- Ensure all candidates are seated according to the seating plan provided.
- Supervision of candidates during rest breaks or due to examination clashes.
- To read/scribe for identified students needing extra support during exams.
- Reporting any irregularities or misbehaviour to the Lead Invigilator/Exams Manager.
- Completing the attendance register and checking all scripts have been collected.

Person Specification

Essential Skills

- Reliability, punctuality and a flexible approach to work.
- Ability to relate to candidates yet maintain an air of authority.
- Ability to be firm, fair and impartial at all times.
- Ability to work as part of a team and alone if necessary.
- Accuracy and attention to detail.
- Ability to keep calm under pressure and when faced with unforeseen circumstances.
- Common sense and initiative.
- Ability to communicate with candidates and members of school staff clearly and accurately.
- Ability to work to strict instructions.

Desirable Skills

Education and Qualifications

- Minimum of GCSE (or equivalent English and Maths at Grade A – C (9-4)

Experience

- Experience working as an exam invigilator within a school environment.

