

# Examinations Invigilators

Anticipated start date— ASAP

## Candidate Pack

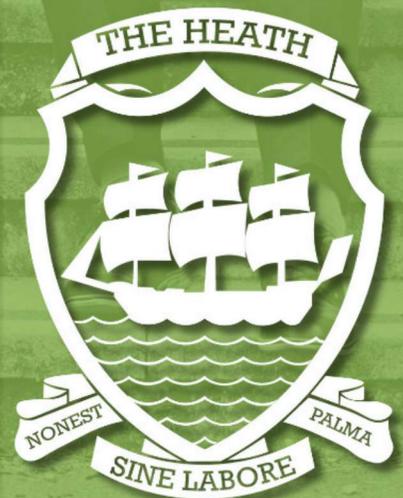
£12.85 per hour (NJC Scale 3—MAT 3) +

**Salary:** 12.07% holiday pay: £14.40 per hour.

**Contract Type:** Permanent

**Contract Term:** Casual

**Location:** Clifton Road, Runcorn,  
WA7 4SY



# Examinations Invigilators

## Salary

£12.85 per hour (NJC Scale 3—MAT 3) incl holiday pay: £14.40

## Hours

As and When Required

## Contract Type

Permanent

## Closing Date

17th March 2026

Are you passionate about life at school and willing to make a difference through helping our students during examinations?

We are seeking dedicated and enthusiastic Examinations Invigilators to work with us on a casual 'as required' basis supporting students in both mock and public examinations throughout the school year. Candidates will be flexible, have good written and verbal communication skills, and be happy to act as a reassuring presence to students in examination rooms.

### About the Role

As an Examinations Invigilator, candidates will support and conduct examinations in accordance with the Joint Council for Qualifications (JCQ), the relevant awarding body, and The Heath School policies and procedures.

Whilst previous invigilation experience would be an advantage, full training will be provided.

### Hours of Work

This post is offered on a casual, hourly-paid basis. The examinations team will liaise with candidates as required throughout the school year to confirm availability. Whilst examinations can take place at any time, candidates should have good availability for work during school times in January, May, June and December in particular each year.

### About You

The ideal candidate will:

- Have a good general standard of education
- Have excellent verbal and written communication skills
- Have good organisational skills
- Be enthusiastic about supporting our students during examinations in the school environment
- Work well as a member of a team
- Have good flexibility to be available for work as and when required

### About The Heath School

The Heath is a highly successful, oversubscribed school at the heart of the Runcorn community. We are proud of our strong academic outcomes, which consistently at or above national averages; and of our wide-ranging extra-curricular programme. Our student-centred approach, underpinned by The Heath Standard, ensures all pupils are supported to achieve their aspirations.

# Job Description

## Overall Purpose of the Job

To conduct Examinations in accordance with the Joint Council for Qualifications (JCQ), the awarding body, and The Heath School policies and procedures.

## Requirements of the role

- Report to the Examinations officer prior to each Examination session
- Keep Examination papers and materials secure before, during and after Examinations
- Ensure Examination rooms are set out to the required standard
- Admit candidates into Examination rooms
- Identify, seat, and instruct candidates in the conduct of their Examinations
- Distribute the correct Examination papers and materials to candidates
- Supervise candidates at all times and remain vigilant throughout Examinations
- Ensure that disruption is kept to a minimum
- Effectively deal with emergencies or irregularities
- Record/report any disruption or irregularities
- Complete attendance registers
- Collect Examination scripts at the end of Examinations
- To dismiss candidates from the Examination room
- Check that the names on the scripts match exactly the details on the attendance register
- Securely return all Examination scripts and Examination materials to the Examinations officer
- Attend training, refresher or review sessions as required
- Supervise candidates who have a clash in examination timetables between Examination sessions as required
- Facilitate access arrangements and agreed adjustments for candidates as required, e.g. acting as a reader, scribe etc. (full training will be provided)
- Complete any other examinations-related administrative tasks as required
- Undertake any other duties as may be assigned from time to time, which are commensurate with the grade of the job

## General

- Promote the vision and values of the school
- Maintain confidentiality and security of data held both manually and electronically.
- Have a knowledge and understanding of requirements of GDPR
- Understand and exercise personal responsibility in accordance with the school's Health and Safety policy
- Understand and implement the school's safeguarding and equal opportunities policies in all dealings with the schools' stakeholders and community.

*This job description sets out the main duties and responsibilities of the post and may be subject to amendment or modification at any time after consultation with the post holder.*

*It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holders' professional responsibilities and duties.*

# Person Specification

<b>Qualifications and Experience</b>	Essential.	Desirable
A good general standard of education	Y	
Previous experience of invigilating for examinations		Y
<b>Knowledge, Skills and Abilities</b>	Essential.	Desirable.
Well organised and methodical	Y	
Able to prioritise workload and to meet deadlines	Y	
Ability to take the initiative when dealing with familiar tasks	Y	
Ability to act professionally when dealing and communicating information of a sensitive nature	Y	
Ability to work effectively as a member of a team	Y	
Understanding of health & safety issues relevant to the post	Y	
Willingness to seek guidance when needed	Y	
Understanding the importance of confidentiality and an appreciation of the implications of GDPR	Y	
Understanding of the aims and vision of the school		Y
<b>Qualities</b>	Essential.	Desirable.
Enthusiasm and positivity	Y	
Friendly with a 'can do' attitude	Y	
Flexibility in working hours and times	Y	
Ability to work flexibly and cooperatively within a team	Y	
Ability to reassure candidates under examination conditions	Y	

# How to Apply

Applicants must have relevant qualifications and experience related to this role, please ensure that you meet the person specification before applying.

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

Appointment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service and references. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

We ask that you do not send CVs. Please email your completed application to [recruitment@theheathfamily.org.uk](mailto:recruitment@theheathfamily.org.uk)

Informal visits to the school are warmly welcomed - please contact Catherine Lockett, PA to the Principal in confidence by email [lockettc@heathschool.org.uk](mailto:lockettc@heathschool.org.uk) to make arrangements.

**Application closing date: Thursday 12th March 2026 - 09:00AM**

**Shortlisting Date: Friday 13th March 2026**

**Interview Date: Tuesday 17th March 2026**



# About the Trust

Our work at The Heath Family Trust is rooted in our mission, our values and in a commitment to giving our pupils the best start in life. We collectively hold ourselves and each other to the highest standards. You will thrive in an environment that values **clarity** in communication and purpose, fosters **collaboration** across all levels, and champions a culture of **accountability**.

**Academic rigour** is our priority. We achieve this by ensuring our work is thorough and of the highest intellectual integrity.

## ✓ **WHY WE EXIST: A SHARED PURPOSE**

To empower our children to overcome barriers, be able to compete with the best, and shape the future.

## ✓ **HOW WE BEHAVE: THE HEATH FAMILY VALUES**

**With kindness:** we look out for each other.

**With integrity:** we do the right thing.

**With tenacity:** we do what it takes.

## ✓ **WHAT WE DO**

We lead schools in the North West to maximise attainment and nurture confident, resilient and compassionate individuals.

# We Offer:



- ✔ An opportunity to work in a values driven organisation and be part of a welcoming and dedicated team
- ✔ Support and training so that you can flourish in your role
- ✔ Recognition of the importance of a work life balance and employee wellbeing
- ✔ Car lease scheme
- ✔ Cycle to work
- ✔ Appropriate pension scheme
- ✔ Employee Assistance Programme (EAP)

