

# Robert Clack School of Science

Executive Headteacher : Mr R.V.A. Taylor B.Sc., (Econ) (Hons)



# RECRUITMENT PACK

## EXAM INVIGILATORS



Tel: 020 8270 4200

Website: [www.robertclack.co.uk](http://www.robertclack.co.uk)

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Recruitment queries: [eselvon@robertclack.co.uk](mailto:eselvon@robertclack.co.uk)

# Welcome to Robert Clack School

As a former pupil and member of staff for the past 20 years, Robert Clack School and our pupils mean a great deal to me. I believe that Robert Clack is a very special place; we have a strong sense of community and strive for excellence in all that we do.

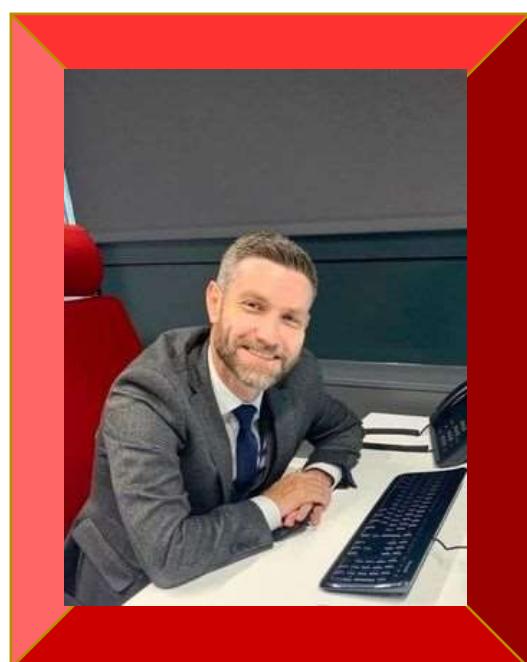
We are committed to delivering a broad and balanced education, one which appreciates the importance of academic qualifications, but one which also recognises the value of vocational qualifications and the extra-curricular of sport, drama, music, the arts and debate.

Our ethos permeates every aspect of life at Robert Clack School and cultivates the values of mutual respect, compassion, discipline, high expectations and aspirations and hard work. By embracing these values, we believe that our pupils will be able to fulfil their ambitions in life, whatever they may be.

I am delighted that you are interested in pursuing a career at Robert Clack School. Please find enclosed the information relevant to the role you may wish to apply for.

Good luck and best wishes.

Russell Taylor  
Executive Headteacher



# The Recruitment and Application Process

To view the job description, person specification and to download an Application Form please follow this link to the School website: [www.robertclack.co.uk](http://www.robertclack.co.uk)

Please submit completed applications either by e-mail to: mbrown@robertclack.co.uk or through submitting an application on the vacancy which is posted on the TES website.

Please note that CVs will only be accepted if accompanied by an application form.

If you have any queries about the application process, you are welcome to contact the School's HR Admin, Maddie Brown on 020 8270 4200 x 3341 or on the above email address.

**Safeguarding and Promoting the Welfare of Children and Young People Note:**

*Robert Clack School is committed to safeguarding and promoting the welfare of children and young people. Successful applicants must be willing to undergo identity checks, checks with past employers, an online internet search and an enhanced Disclosure & Barring Service check.*

## Key Dates

**REQUIRED FROM:** April/ May 2026 onwards.

**APPLICATION CLOSING DATE:** 8am on 29 January 2026.

**INTERVIEWS TO BE HELD:** To be confirmed – during February 2026.

# Advertisement

## **Casual Exam Invigilators (as and when required)**

**SALARY:** Scale 3 - £16.13 per hour

We wish to appoint Examination Invigilators to assist with day-to-day operations when examinations are taking place at Robert Clack School. Examinations take place at various times throughout the school year. However, you must be able to commit to invigilating examinations in May & June 2026. Training sessions may also be run in March and April 2026 in preparation for the summer exams. **These posts are casual/as and when and working hours will be negotiated for each exam period.**

We require the successful candidates to assist with the preparation for examinations, along with starting and finishing examinations. They will also need to be present during examinations. All exam board regulations must be adhered to; training will be provided regarding this.

You should possess prior experience of working successfully with young people. The post would be ideally suited to applicants who are highly organised, vigilant and reliable and who have excellent attention to detail. You must also possess the ability to remain calm under pressure and the flexibility to be called in at short notice.

To view the Job Description, Person Specification and download an Application Form please select Join Us, Vacancies, Non-Teaching Vacancies in the following link:  
<https://www.robertclack.co.uk/znon-teaching-vacancies>

Please submit completed applications by e-mail to: [mbrown@robertclack.co.uk](mailto:mbrown@robertclack.co.uk)

CV's will only be accepted if accompanied by an application form.

**Interviews will be held during February for the forthcoming examination period. Please only apply for this role if you will be available to attend training dates in April/May and have availability and flexibility to work reliably during May and June 2026.**

# Job Description and Person Specification

<b>Job Title:</b>	Examinations Invigilator
<b>Working Hours:</b>	Casual/Claims, as and when required based on availability during examination periods
<b>Department:</b>	Examinations
<b>School:</b>	Robert Clack School  Although you may be based on one school site, your role is not site specific.
<b>Reports to:</b>	Examinations Officer/Senior Examinations Officer
<b>Responsible for:</b>	N/A
<b>Number of Posts Supervised/Managed:</b>	N/A

## 1. Purpose of the Job:

- To assist with the smooth day-to-day operation of examinations taking place at Robert Clack School.

## 2. Main Activities:

### Preparation

- Assist in setting up examination rooms, while ensuring that all regulations are adhered to.
- Ensure that any relevant notices are displayed clearly for candidates.

### Starting Examinations

- Along with other staff members, ensure that candidates enter the examination rooms in an appropriate manner, whilst monitoring them to ensure that they do not have any inappropriate items on their person i.e. mobile phones, revision notes or other paperwork.
- In co-ordination with other staff members, ensure that candidates are correctly identified and allocated to their correct seat.
- Complete the attendance register and deal with extra candidates who may not be listed.
- In co-ordination with other staff members, distribute and ensure that candidates have the correct examination question and answer papers, and distribute any additional papers/equipment as required.
- Assist with ensuring that all candidates are aware of pre-examination start information and read out any erratum notices that may affect them.
- Notify candidates of the start time of the examination and record this time.

### During Examinations

- Along with other staff members, ensure that candidates obey the regulations of an examination room i.e. no talking or disruption once an examination has begun.
- Ensure that any late candidates are briefed, seated and allowed to partake in an examination with minimum disruption to the examination room.
- Monitor any 'clash' candidates between examinations.

- Only respond to a candidate query in accordance with examination regulations.
- Contact a teacher in the subject area if a candidate raises a concern or problem with the examination paper that requires the professional judgement of a teacher.
- Be aware of any specific needs that a candidate may have during an examination.
- Ensure that any candidates who may need to leave the examination room do so in accordance with examination regulations.

### **Finishing Examinations**

- Notify candidates of the finish time of the examination and record this time.
- Dismiss candidates, while ensuring that examination room conditions are maintained.
- In co-ordination with other staff members, ensure that all examination answer papers are collected in candidate order number/attendance register order, while ensuring that the papers are not left unattended at any time.
- Check that there are no missing examination papers and that nothing else has been left on the desks.
- Deliver the examination papers to the Examinations Officer/Senior Examinations Officer, all the time ensuring that they are not left unattended until they have been delivered and handed over.
- Maintain security and confidentiality at all times.

### **3. Statutory Requirements:**

This post carries a requirement to have an enhanced Disclosure and Barring (DBS) check for Children.

### **4. General Accountabilities and Responsibilities:**

- Ensure compliance with appropriate legislation, Council Policies, the Council Constitution, Financial Rules and other requirements of the Council.
- Promote the development of a high quality individual need led service, to comply at all times with the Council's policies and procedures, particularly those regarding Data Protection, Equalities and Diversity and Health and Safety.
- Undertake a proactive, committed approach towards the Council's Best Value ethos.
- Ensure compliance with and actively promote the Council's Equalities and Diversity policies and strategies.
- Ensure compliance with and actively promote Health and Safety at work legislation, Council and Departmental Health & Safety policies and procedures.
- Comply with the competencies and standard requisites agreed by the Council as relevant to your post.
- Comply with the Data Protection Act 2018 – General Data Protection Regulation.
- Take responsibility for continuing self-development and participate in training and development activities.

*The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the Line Manager within the grading level of the post and the competence of the post holder.*

# Person Specification

Examinations Invigilator	Essential	Desirable	Method of Assessment
<b>1. Experience</b> <ul style="list-style-type: none"> <li>• Relevant work experience.</li> <li>• Experience of working in a school or similar environment.</li> </ul>	✓	✓	Application Form Test/Task at Interview Interview
<b>2. Education, Training &amp; Qualifications</b> <ul style="list-style-type: none"> <li>• Good numeracy and literacy skills.</li> <li>• Good general standard of education.</li> </ul>	✓ ✓		Application Form Test/Task at Interview Interview
<b>3. Professional Relationships</b> <ul style="list-style-type: none"> <li>• Able to work effectively and supportively within a team.</li> <li>• Good written and verbal communication skills when dealing with pupils and colleagues i.e. patient, tactful and approachable.</li> <li>• Ability to maintain authority when dealing with pupils.</li> </ul>	✓ ✓ ✓		Application Form Interview
<b>4. Equalities &amp; Diversity</b> <ul style="list-style-type: none"> <li>• A commitment to the safeguarding and welfare of children.</li> <li>• Commitment to Equal Opportunities and Diversity.</li> </ul>	✓ ✓		Application Form Interview
<b>5. Skills</b> <ul style="list-style-type: none"> <li>• Good organisation and able to prioritise.</li> </ul>	✓		Application Form

<ul style="list-style-type: none"> <li>Ability to work methodically with good attention to detail.</li> <li>Work in accordance with the school's health and safety policies.</li> <li>Maintain confidentiality with regards to all school matters.</li> </ul>	✓ ✓ ✓		Test/Task at Interview
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