

Exam Invigilator (Casual)

Candidate Information Pack

Closing Date: 9.00am, Friday 9th October 2026



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Welcome from the CEO

Dear Applicant,

I am immensely proud to be Chief Executive of Spark Education Trust. We are a Trust comprising 4 secondary and 11 primary schools located across the Tees Valley and we provide opportunities for children and young people to reach their full potential, whatever their starting point. We know that this is best achieved in encouraging environments where mutual and self-respect is promoted. We want to grow confident young people able to work independently and think creatively in a fast-changing world.

We have high expectations for everyone, aspiring to excellence in teaching and achieving impressive standards in all areas of school life. Success beyond the classroom in sport and the arts are features of life across our Trust.

For our staff we provide positive working environments, a commitment to the highest quality professional development, opportunities to collaborate to create excellence and encouragement to forge career success.

Trustees, governors and leaders collaborate closely to ensure excellence in all aspects of Spark Education Trust. Our core values are mutual respect, hearty collaboration and courageous ambition and these drive our work ensuring that Spark schools are wonderful places to work.



Louise Spellman



Welcome from the Headteacher

Dear Applicant,

We require a passionate, dynamic and committed Exam Invigilator at Huntcliff School. This is an excellent opportunity for an ambitious and inspirational Exam Invigilator to join our rapidly improving school within a dedicated team. The successful candidate will be an excellent practitioner and inspirational leader who is committed to raising the aspirations and achievement of all students, particularly those most vulnerable students with additional needs.

This is an exciting time to join our small school within a dynamic and supportive MAT as it works collaboratively alongside the primary and secondary schools within the Spark Education Trust, striving to provide a world class education through seamless transition from Primary to Secondary and post-16 education.

Huntcliff School is a 'Good' school, and was recognised by Ofsted in June 2023 as having an ambitious curriculum for all, alongside excellent pastoral care. We share a site and some facilities with Saltburn Primary School, serving the community of Saltburn and the surrounding areas. We have established a culture of mutual respect within our inclusive learning environment, and we strive to inspire excellence; in terms of academic achievement, personal development, and the individual talents of every student. We deliver an ambitious curriculum and have high expectations for all, irrespective of their starting point.

Our school ethos centres around 'Be Ready, Be Respectful, Be Responsible - Inspiring Excellence' which is underpinned by our core values of respect, resilience, responsibility, honesty and kindness. We are looking for an inspirational team member who embraces our school values, is looking for a new challenge and wants to drive continued improvements in our school.

Kind regards



Lynsey Wilkinson
Headteacher



Exam Invigilator (Casual)

Job Title: Exam Invigilator (Casual)

Location: Huntcliff School (Saltburn)

Start Date: As Soon As Possible

Actual Salary: £15.36 per hour which includes holiday pay

Hours of Work: Casual

Contract Type: Temporary

Closing Date: 9.00am, Friday 9th October 2026

Interviews: w/c 12th October 2026

About the Role

We seek a dedicated and committed and passionate person to join our essential Exam Invigilators team. We are looking for people who can:

- Work as part of a team, under the direction of the Examinations Officer/Senior Invigilator
- Ensure the efficient supervision of external and internal exams
- Be available during our main examination periods (October, January/February, May and June).

This is a casual, flexible role where your contribution supports the smooth running of the school's assessment process.

If you are looking for an exciting opportunity to join a supportive team in a truly innovative school, we would be delighted to hear from you.

As outlined in the job and person specification, the successful candidate will support the smooth and efficient running of internal and external examinations, ensuring a calm, fair and well-organised environment for students.

Key Responsibilities:

- Supervise examinations in accordance with examination board regulations
- Follow instructions from the Examinations Officer/Senior invigilator
- Ensure a quiet, fair and controlled environment for all candidates
- Report any incidents or irregularities promptly
- Assist with set-up and clear-up of exam venues as required

About Us

We are Spark Education Trust which currently consists of 11 Primary Schools and 4 Secondary Schools. The Spark Education Trust can offer you a professional challenge and a rewarding opportunity, working with collaborative schools that are passionate about the progress and development of every student.

What we have:

- A positive and caring ethos and working atmosphere
- Friendly children, eager to learn and achieve
- An aspirational curriculum for all students
- A committed, enthusiastic and supportive staff team
- Excellent support from the Governing Body, the staff and parents/carers
- Opportunities for career development

For further details on us as an organisation, please click [here](#).

For further information on the school, please click [here](#).

How to Apply

Please make sure that the application form is completed and returned via email to fdobson@huntcliff.co.uk, addressed to Miss L Wilkinson, Headteacher.

Please note that feedback will only be given to shortlisted candidates, if you do not receive an invite to interview within 30 days of the advert's closing date assume that you have been unsuccessful in your application for this post.

Safeguarding Notice

The Spark Education Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced DBS check. The post you are applying for is exempt from the rehabilitation of offender's act 1974. We will also carry out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online.

Huntcliff School is committed to safeguarding, for further information on the school's Safeguarding and Child Protection Policy please click [here](#).

Job Description

SCHOOL: Huntcliff School

POST TITLE: Exam Invigilator (Casual)

REPORTS TO: Exams Officer

MAIN PURPOSE: To support with the invigilation of both trial and external exams

The role of the invigilator

To ensure that examinations are conducted according to the regulations to:

1. Ensure all candidates have an equal opportunity to demonstrate their abilities
2. Ensure the security of the examination materials before, during and after the examination
3. Prevent possible candidate malpractice
4. Prevent possible administrative failures

General requirements

- Experience of invigilation is desirable but not essential as training in the role and duties on an invigilator will be provided
- Invigilators are required to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them
- Invigilators are required to confirm their availability in advance of main exam periods
- Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times

An ideal candidate will:

- be reliable, flexible and readily available during main examination periods
- have effective communication skills and good interpersonal skills
- work well as part of a team
- be confident and a reassuring presence to candidates in exam rooms
- be able to give instructions and manage situations involving different groups of people
- have basic IT skills (familiar with use of email, mobile phone messaging etc.)
- seek to achieve competence in the role and a rigorous understanding of the JCQ regulations

Main duties

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Huntcliff School's regulations and instructions.

To have a key role in upholding the integrity and security of the external examinations/assessment process.

Before exams

- Report to and be briefed by the exams officer prior to each exam session
- Keep confidential exam question papers and materials secure before, during and after exams
- Ensure exam rooms are set up according to the requirements
- Admit candidates into exam rooms under formal examination conditions
- Give full attention to conducting the examinations properly
- Identify candidates and seat candidates according to the required arrangements
- Distribute the correct question papers and exam materials to candidates
- Instruct candidates in the conduct of their exams
- Deal with candidate questions
- Start exams

During exams

- Supervise and observe candidates at all times and be vigilant throughout
- Keep disruption in examination rooms to a minimum
- Deal with emergencies or irregularities effectively
- Record/report any incidents, disruption or irregularities
- Complete attendance registers
- Deal with candidate questions according to the regulations

After exams

- Instruct candidates in finishing their examinations and collect examination scripts and materials
- Dismiss candidates from the examination room
- Check candidates' names on scripts, match the details on the attendance register
- Securely return all examination scripts, question papers and materials to the exams officer

Other tasks

- Undertake training, update and review sessions as required
- Undertake relevant online invigilator training and assessment for that academic year
- Undertake, where required and where able, other duties requested by either the exams officer or the senior invigilator, for example
 - centre supervision of exam timetable clash candidates between exam sessions
 - facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
 - other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'

Safeguarding - Promoting the Welfare of Children and Young People:

- To demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers
- To demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment.

Special Conditions of Service

- Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended.
- The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to enhanced DBS disclosure.

Equal Opportunities

- The post holder will be expected to carry out all duties in the context of and in compliance with the School's Equal Opportunities Policies.

Person Specification

POST TITLE: EXAM INVIGILATOR

GRADE: F SCP 7

	Essential	Desirable
QUALIFICATIONS/ TRAINING:	• Willingness to participate in training and development opportunities	
EXPERIENCE:		• Experience of working in a school environment • Experience of exam invigilation
SKILLS/ KNOWLEDGE:	• Ability to relate well to children and adults • Ability to work effectively as part of a team • Good communication and listening skills • Ability to work under pressure and to tight deadlines • Methodical with a good attention to detail • Good time management and organisational skills • Be able to maintain confidentiality	• Knowledge of Child Protection • Equal Opportunities and recognising the nature of the diverse school community
PERSONAL ATTRIBUTES:	• Friendly approachable and professional manner • Calm approach • A commitment to working as part of the whole school team and supporting the vision and aims of the school	

How to Apply

Application forms and further details are available on the Trust's website –

www.sparkeducationtrust.org.uk

Please make sure that the application form is completed and returned via email to fdobson@huntcliff.co.uk, addressed to Miss L Wilkinson, Headteacher.

Applications submitted on anything other than the official application form and applications from agencies will not be accepted.

Confidential References

Two referees should be nominated, including one from your current/most recent employer – Those from an education setting must provide the Headteacher as one of their references or to be signed and checked by the Headteacher.

Job Description

Details the main responsibilities for this post and the personal and professional qualities required.

Person Specification

Sets out the criteria to be used for the shortlisting process.

Closing date: 9.00am, Friday 9th October 2026

Interviews to be held: w/c 12th October 2026

Employee Benefits

Wellbeing

Free and confidential support.

Up to six sessions of structured counselling, if recommended.

Pensions

All eligible staff automatically join either The Teachers Pension Scheme or the Local Government Pension Scheme upon the start of their employment.

As members of these schemes, employees have access to the full range of membership benefits including a Death in Service payment is included in the Teacher Pension Plan and Local Government Pension Scheme.

Cycle to work

We also provide a cycle to work scheme, which is a recognised Inland Revenue salary sacrifice scheme through www.greencommuteinitiative.uk which enables staff to access a new bike and bike equipment.

Work Life Balance

We provide a generous Annual Leave entitlement for Support Staff of 27 days leave, rising to 32 days leave following 5 years' service, in addition to statutory bank holidays.

As we are supportive of flexible working, we have many staff working on individual working arrangements and we offer many roles working term time only contracts, to assist with individuals work life balance.

Professional Development

As we believe in supporting and developing our staff, we offer extensive career development opportunities and actively seek to develop and promote staff where possible.