



Recruitment Pack

Exam Invigilator

January 2026



School ready; Work ready; Life ready

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Horizon Community College: Our Vision

The economic, cultural and social landscape of Barnsley is changing. Opportunities in further education, higher education and professional roles are increasing; opportunities for individuals to shape their own career pathways are growing; opportunities for individuals to challenge traditional socio-economic patterns are multiplying.

At Horizon Community College, our responsibility is to prepare students for this reality. We want young people to leave the College well qualified and with a unique skill set that will enable them to stand out from the crowd. We want young people to be in possession of a passport of qualifications and employability skills that will enable them to pursue exciting careers, attend prestigious universities, complete dynamic apprenticeships and play leading roles in regenerating this area and beyond.

Our curriculum is tailored to the needs of and meets our ambition for each individual student. This is underpinned by the College's core values which help to prepare every student for a lifetime of success. Our Curriculum and Culture ambition:

- aims to **challenge every learner, in every lesson, every day**
- develops the character and skill set of all, through the belief that we are '**Positive Role Models**'
- ensures **opportunities for all** through our personal development and Careers and Enterprise programmes.

Successful education is also about working in close partnership with our families and the community to ensure our students succeed in each School year and are prepared for the next appropriate phase of their education. We work together to empower our students to believe that anything and everything is possible.

We heavily invest in the growth and development of our entire workforce, so they are also prepared for the next phase of their careers. We promote 'one team' working hard to support each other. We are focused on continued professional development for staff at every level.

We embed a curriculum and culture that results in Equity of Opportunity, Strong Community, High Expectations, Global Readiness and Kindness so that our students are School ready; Work ready; Life ready.



Claire Huddart
Principal

We are delighted that you are applying for a role at Horizon Community College, and hope that this document will inform you about how we aim to provide the very best secondary education in Barnsley and beyond.

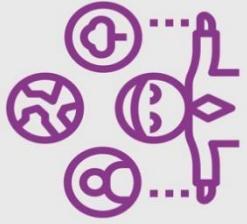
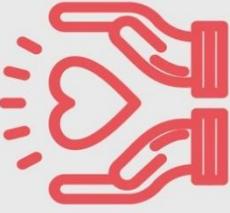
VISION: School Ready; Work Ready; Life Ready

PURPOSE

- Challenging Every Learner, in Every Lesson, Every Day
 - Developing Positive Role Models
 - Opportunities for All

Quality of Education		Behaviour & Attitudes		Personal Development		Leadership & Management	
Curriculum	Teaching & Learning	Positive Attitudes	Relationships	Identity	Opportunity	Vision & Ethos	Growth & Inclusivity
<ul style="list-style-type: none"> Students access a broad, balanced, and ambitious curriculum that meets all statutory requirements. Students benefit from consistently high-quality, responsive teaching that drives sustained progress. Students apply their sequenced knowledge and skills within each subject to deepen understanding, which is regularly checked and reinforced. Students are supported to succeed through an accessible and appropriate curriculum that promotes equity and inclusion. 	<ul style="list-style-type: none"> Students make strong progress, particularly towards Expected Standards at KS3 and Achievement Grades at KS4. Students benefit from teaching that is informed by assessment data, enabling effective planning, adaptive instruction, and targeted support. Students build the skills, confidence, and independence needed to prepare effectively for their GCE examinations. 	<ul style="list-style-type: none"> Student conduct is exemplary in lessons, during unstructured time and in the local community. Students demonstrate a consistently positive attitude to learning and they embody the College Core Values. Positive role models are recognised and celebrated. 	<ul style="list-style-type: none"> Students and staff have zero tolerance for bullying, harassment and child-on-child abuse. Everyone takes appropriate action to ensure all students feel safe. Relationships are based on mutual respect. Restorative practice is valued by all. 	<ul style="list-style-type: none"> Students understand how they are developing physically, mentally and socially. Students appreciate what makes them unique but also what brings them together. 	<ul style="list-style-type: none"> Students make use of the experiences Horizon has to offer them. Students are supported to make informed choices about their future aspirations. 	<ul style="list-style-type: none"> A culture where: <ul style="list-style-type: none"> Everyone feels safe. Everyone is school ready. Everyone is work ready. Everyone is life ready. 	<ul style="list-style-type: none"> A culture where: <ul style="list-style-type: none"> Everyone is considered. Everyone is included. Everyone is developed.
<ul style="list-style-type: none"> Curriculum Framework & Overviews QoE Review process National Curriculum & Exam Specifications 	<ul style="list-style-type: none"> Assessment Framework CPD to RAISE standards Evidence-based Pedagogy 	<ul style="list-style-type: none"> Positive Attitudes 	<ul style="list-style-type: none"> Relationships 	<ul style="list-style-type: none"> Identity 	<ul style="list-style-type: none"> Opportunity 	<ul style="list-style-type: none"> Vision & Ethos 	<ul style="list-style-type: none"> Growth & Inclusivity
Aspiration		Independence		Resilience		Core Values	
Having High Expectations of Yourself		Taking Responsibility For Your Learning		Character in the Classroom		Having a Growth Mindset	
Democracy		The Rule of Law		British Values		Individual Liberty	
Behaviours		Character in the Classroom		Having a Growth Mindset		Taking Ownership of Your Learning	
Mutual Respect and Tolerance		Kindness		Respect		Mutual Respect and Tolerance	

Core Values

<p>ASPIRATION</p>  <p>We aim to be the very best that we can be. We are curious, ambitious and have a strong desire to achieve.</p>	<p>PRIDE</p>  <p>We are proud to be students at Horizon. We produce work of the highest quality; we have the confidence to celebrate our success; we respect our environment.</p>	<p>INDEPENDANCE</p>  <p>We take responsibility for our success. We take control of our future.</p>	<p>KINDNESS</p>  <p>We are thoughtful and considerate to others. We are caring, supportive, friendly and generous in all we do.</p>
<p>RESPECT</p>  <p>We treat others the way we would like to be treated. We celebrate that everyone is different; we are inclusive, and we embrace diversity.</p>	<p>RESILIENCE</p>  <p>We never give up. We face challenges with confidence and respond positively to feedback.</p>		

Child Safeguarding Policy

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A Disclosure and Barring Service (DBS) check will be undertaken for the successful applicant.

The College pays full regard to DfES guidance 'Safeguarding Children and Safer Recruitment in Education' Jan 2007. We ensure that all appropriate measures are applied in relation to everyone who works for Horizon who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and an Enhanced DBS check.

Please note that it is an offence to apply for a role in a school and/or working with children if you are barred from engaging in regulated activity relevant to children.

Please note that an online search will be carried out for all shortlisted candidates. This includes a search on the world wide web and relevant social media sites.

Please visit: <https://horizoncc.co.uk/safeguarding/>

Vacancy Details

Role: Exam Invigilator

Salary: Grade 1 - £14.25 per hour

Hours Per Week: As and when required

Type: Relief

Closing Date: Sunday 25 January 2026

We are seeking to appoint Exam Invigilators to oversee the supervision of students undertaking exams.

Previous experience of working with young people is required along with effective communication and organisation skills. The ability to follow procedures and work as part of a team is essential.

Hours of work will be as and when required throughout the year.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is an offence to apply for a role in a school and/or working with children if you are barred from engaging in regulated activity relevant to children. Online searches will be carried out for all shortlisted candidates. This includes a search on the world wide web and relevant social media sites.

Horizon Community College reserve the right to close this advert prior to the closing date above.

Job Description

JOB TITLE: Exam Invigilator
GRADE: 1
RESPONSIBLE TO: Data & Exams Officer
EMPLOYEE SUPERVISION: None

Purpose of Post:

To supervise pupils undertaking examinations in accordance with the regulations set out by the examinations board.

Key Areas of the Role:

- Work with the Data & Exams Officers to ensure the successful operation of the examination process across the College.
- Ensure that the examination room is set up in accordance with the instructions given, supervise the admission of candidates into the examination room and assist with the locating of allocated seats quietly and efficiently.

Duties and Responsibilities:

- Work with the Data & Exams Officers to ensure the successful operation of the examination process across the College.
- Be familiar with the guidance for invigilators and instructions provided for conduct of the examination by the Data & Exams Officers and/or the relevant Examinations Board.
- Ensure that the examination room is set up in accordance with the instructions given.
- Supervise the admission of candidates into the examination room and to assist with the locating of allocated seats quietly and efficiently.
- Notify candidates of the start and finishing time of exams ensuring that timekeeping is accurate.
- Ensure late candidates are briefed and that they are seated and allowed to partake in the exam with minimum disruption.
- Distribute question papers, answer booklets and associated materials at the beginning of the examination and collect these at the end of the examination. To distribute additional paper/equipment as required in accordance with examination board regulations.
- Ensure candidates are aware they are working under examination conditions, e.g. by retrieving mobile telephones etc.
- Supervise candidates in a quiet and unobtrusive manner to ensure that the regulations on conduct and communication etc are observed.
- Ensure that any minor behavioural issues and breaches in the examinations code of conduct are reported to the Data & Exams Officers as appropriate.
- Contact an appropriate person (teacher in the subject area or Data & Exams Officers) when candidates raise a concern or problem with the paper requiring the professional judgement of a teacher.
- Respond to candidates' queries in accordance with examination regulations.
- Escort and supervise candidates who may need to leave the examination room in an emergency in accordance with examination regulations.
- Ensure examination conditions are maintained until candidates are dismissed from the examination room.
- Ensure that the examination room is clear and tidied for the next session and check examination desks for any graffiti.
- Report any issues regarding the safeguarding of children to the Data & Exams Officers.

- Ensure that all duties and responsibilities are undertaken in accordance with the Health and Safety at Work Act 1974 and any subsequent legislation as detailed in the schools Health and Safety Policy.

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Ensure every child is valued for who they are and that all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos, work and aims of the College.
- Establish constructive relationships and communicate with other agencies/professionals to support achievement and progress of pupils.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Provide appropriate guidance and support to new staff.
- The above duties are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal.

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Employee Specification

When filling in the application form, please demonstrate with clear, concise examples how you would meet the requirements of the post. You will be assessed in relation to the Essential and Minor criteria. Please bear in mind that you must possess the Essential Criteria on day 1 to be able to do the job. If there are large numbers of applications for the post then all of the criteria will be used for shortlisting. Under the Disability Discrimination Act (DDA), we recognise and welcome our responsibility to remove any barriers in our recruitment and selection process. We have tried to assess this in our Job Description and Employee Specification, however if you feel that there are barriers, please tell us in the application form. As part of the DDA, we are committed to making reasonable adjustments, wherever possible and it would help us to know your needs in order to do this.

Attributes	Criteria	How Identified (either Application Form or Interview)	Rank (Essential/ Minor)
Relevant Experience	Previous experience in a similar environment. Experience of supervising young people (can include parenting). Evidence of effective communication skills in particular verbal communication.	Application form/interview Application form/interview Application form/interview	Minor Essential Essential
Education and Training Attainments	No formal qualifications are required. Training will be provided.		
General and Special Knowledge	Knowledge of examination procedures and regulations.	Application form/interview	Minor
Skills and Abilities	Able to work quickly, methodically and accurately Ability to work independently, using own initiative. Ability to work co-operatively as a team member. Ability to act upon instructions. Ability to work with and relate to young people. Ability to communicate effectively. Awareness of current health and safety legislation	Application form/interview Application form/interview Application form/interview Application form/interview Application form/interview Application form/interview Application form/interview	Essential Essential Essential Essential Essential Essential Minor

	<p>Ability to deal appropriately with a variety of situations and behaviours.</p> <p>Ability to understand and follow examination procedures.</p> <p>Good organisational skills</p> <p>Ability to be flexible in terms of working arrangements.</p> <p>Reliability and punctuality</p> <p>Ability to maintain appropriate relationships with children and young people</p> <p>Commitment to the safeguarding and promotion of the welfare of children and young people.</p>	<p>Application form/interview</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
Additional Factors	<p>Flexibility in terms of working arrangements</p> <p>A willingness to take part in training and development opportunities as required.</p>	<p>Application form/interview</p> <p>Application form/interview</p>	<p>Essential</p> <p>Essential</p>

In compiling this, please refer to the Section 'Review Job Description and Employee Specification' in the Recruitment and Selection Code of Practice.

The Application Process

Please read the Guidance Notes for Applicants before completing an application form.

The candidates selected for interview will be informed after shortlisting and full details of the interview process will be provided.

This is an exciting and rewarding role and we look forward to receiving your application.

For more information about working at Horizon and the fantastic benefits we offer our staff please visit www.horizoncc.co.uk.

Should you wish to discuss the role further please contact us on 01226 704230.