Briefing Pack for Applicants

Exam Invigilator

January 2026

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Section 1 Post Advertisement

Sheffield Park Academy
The best in everyone™
Part of United Learning

Job title: Exam Invigilator
Location: Sheffield Park Academy, Beaumont Road North, Sheffield, S2 1SN
Salary: £12.81 per hour
Contract: Casual contract until 31st August 2026,
Start date: ASAP

'Leaders are ambitious for all pupils to achieve highly'
'This is a school where students care for students and are determined that they succeed'
OFSTED report, December 2022

Sheffield Park Academy are seeking to appoint new Exam Invigilators to join our current team. Applicants will need to be flexible around working hours to support during the busy examination periods at the school. In particular, applicants will ideally need to be available for examinations taking place in November/December, January, March and May/June.

Main duties will include:

- To work with the Data & Exams Manager to ensure the successful operation of the examinations process in school.
- To be familiar with the guidance for invigilators and instructions provided for conduct of the examination in line with the relevant Examination Board.
- To supervise the admission of candidates into the examination room and to help them find their allocated seats quietly and efficiently.
- To distribute question papers, answer booklets and associated materials at the beginning of the examination and to collect them at the end.
- To supervise candidates in a quiet and unobtrusive manner to ensure that the regulations on conduct, communication etc. are strictly observed.
- To provide candidates with additional paper and/or equipment as necessary and in accordance with examination board regulations.

The academy has over 1,200 pupils and is situated in purpose-built £30million premises, benefiting from excellent, state-of-the-art facilities. We have a vibrant, multicultural community with over 70 languages spoken across the Academy. We are part of the United Learning Trust, the largest and one of the most successful academy trusts in the country who offer unrivalled CPD and opportunities for nationwide

networking and development opportunities. We are looking for ambitious individuals who wish to have a significant and rapid impact upon students' life chances and who wish to progress rapidly within their career within the United Learning Family.

The city of Sheffield itself is a vibrant place to live and work with two universities and a range of entertainment opportunities alongside the access to the Beautiful Peak District within 20 minutes. Quality of life is routinely ranked very highly, and it is one of the greenest cities in Europe.
https://www.welcometosheffield.co.uk/

We are looking for someone who:

- Will be a strong a team player.
- Has a solution focussed, can do attitude.
- Will be resilient in following the academy behaviour policy.
- Has a fundamental belief in the power of education, to enable pupils to achieve anything they set their minds to.

We will offer you:

- Excellent facilities and resources.
- A chance to become part the largest groups of academies in the country.
- Caring, dedicated and friendly students.
- Colleagues who are supportive, friendly and who are committed to each other's professional development.
- Excellent employee benefits which include an excellent pension scheme.

Please refer to the job description and person specification for further details.

To apply, please click the 'Apply Now' button at the top of the advert on our website using the following link to our vacancies page: Sheffield Park Academy Vacancies and complete our online application form. Please note that CVs are not accepted. **The closing date for this post is midnight on Sunday 1 February 2026. Interviews will take place 09 or 10 February 2026. We may interview candidates before this deadline due to the ongoing and flexible nature of the role.**

If you would like to discuss this exciting opportunity, please contact hr@unitedlearningyorks.org.uk

United Learning is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Employees will, in accordance with statutory guidance, be subject to a comprehensive checking process including references from current and previous employers, health, Right to Work in the UK, an Enhanced DBS check and a further check against the appropriate barred list.

Section 2 United Learning

The Yorkshire Cluster is part of United Learning which is a large and growing group of schools aiming to offer life changing education to children and young people across England.

Our schools work as a team and achieve more by sharing than any single school could. Our Subject Specialists, Group-wide Intranet, our own curriculum and online learning portal all help us to share knowledge and resource, which supports simplifying work processes and managing workloads for an improved work-life balance.

As a Group we can reward our staff better, we provide good career opportunities, better pay, employee benefits and ultimately, the satisfaction of helping children to succeed. We invest in our staff wellbeing. Our academies each have at least eight INSET/training days per year (with three of those solely dedicated to planning) and an ongoing group-wide wellbeing programme. It is an ethos we call 'the Best in Everyone'.

We are working hard to become a more diverse organisation, which is key to our commitment to bringing out 'the Best in Everyone'. We welcome applications from everyone committed to this ethos and would particularly welcome applications from black and minority ethnic candidates who are currently under-represented in the Group as a whole. We always appoint on merit. We are open to discussing flexible working options.

https://unitedlearning.org.uk/

Section 3 - Letter from the Regional Director

Dear Candidate

Thank you very much for your interest in the role within the Yorkshire United Learning Cluster. The cluster itself is a close-knit group of three Secondary Academies: Barnsley Academy, Sheffield Park Academy and Sheffield Springs Academy, who work alongside a number of local Primary Academies; all from within the United Learning Trust.

The cluster is well-established and has excellent support from locally based cluster central services. These cover Business Management, HR, IT and Site/Estate Facilities. They are led by an Executive Business Manager. This provides our Academies with excellent trained advice and support in these areas; this benefits the leadership and wider staff of every Academy.

United Learning Trust is a national organisation serving Primary and Secondary Academies, all-through Academies and Independent Schools. Our ethos is, "the Best in Everyone". This is a useful phrase that sums up the work and focus of the organisation. Every decision taken is done with this aim in mind: for staff, for students and for the community. The Trust values of Respect, Determination and Ambition are driven through the Character Programme, which each Academy has carefully interpreted in their own way. The Trust attributes of Creativity, Confidence and Enthusiasm are demonstrated at every level.

United Learning, and Academies within the Yorkshire Cluster, demonstrate a strong commitment to staff CPD and staff wellbeing. If you join our schools you will be inducted, supported and developed in a deliberate way from before you even take up post. Our status as an Academy Trust enables highly competitive rates of pay progression and our employee schemes, such as Perkbox, are an attractive feature of employment.

Above everything, we put young people first and seek to recruit adults who share this view. We work with students, parents and families to provide a structured, supportive experience that enables them to achieve as well as they possibly can and become excellent scholars and rounded individuals. We insist on classrooms and corridors that are respectful, orderly places where everyone is expected to display positive and mature attitudes.

Applying for a new job is a huge investment of time and emotional energy. The recruitment decision has to be right for employee and employer. I would encourage you to seek out any information you need in order to make the important decision to apply and we welcome visits to our schools in advance of applications wherever this might be helpful.

I do wish you the very best with your application and thank you again for considering us.

Best wishes,

Laura Moore
Regional Director
United Learning

Section 4 - Letter from the Principal of Sheffield Park Academy

Dear Candidate

Thank you very much for your interest in joining Sheffield Park Academy. I am delighted to introduce you to our school and I hope that this application pack provides you with a good overview of the type of candidate we are looking for. **If you like what you have read or know about our school, I would advise you to get in contact with us either for a visit to the academy or a phone call (with me or one of my senior leaders) to find out more.**

Sheffield Park Academy is a flourishing 11-18 school and we really value working as part of the Yorkshire cluster alongside our sister schools; Barnsley Academy, Fir Vale Academy, and Sheffield Springs Academy. Our close collaboration across the schools is a real source of strength and support as is the wider support of United Learning and in particular our Regional Director.

We fully subscribe to the ethos and values of United Learning and as Principal, I would thoroughly recommend working for the group. Our own academy character values of Community, Ambitions, Respect, and Endurance filter through everything we do as a school and we aspire for all students, staff, and other members of our community to live these into being. We also subscribe to our academy strapline of 'One Community, One Park' to ensure our school is a place of strong values, together, and shared goals.

If you are aligned with our mission and values, we very much look forward to hearing from you.

As an academy, we will be relentless in our aim to provide ambitious and high-quality learning and education to the students of Sheffield Park Academy. In order to provide that, we are looking for colleagues who wish to make a strong and valuable contribution to positively shaping the lives of young people in our community.

Good luck with your application and thank you again for considering Sheffield Park Academy as the next stage in your career.

Best wishes,

Rob Watson
Principal
Sheffield Park Academy

Section 5 - Job Description

Post title	Exam Invigilator
Salary	£12.81 per hour
Responsible to	Data and Examinations Manager
Responsible for	The postholder does not have any direct line management responsibility.
Role purpose	To assist the Data & Exams Manager in the smooth and efficient administration of examinations, specifically student invigilation and related tasks.
Relevant qualifications	• Level 2 or above in English and Maths. • Completion of the Department for Education (DfE) Teacher Assistant Induction Programme. • NVQ Level 2 for Teaching Assistants or equivalent qualifications or experience. • First Aid qualification or willingness to undertake.

The postholder must, at all times, carry out their duties and responsibilities within the spirit of United Learning and academy policies and procedures, and within the legislative framework applicable to academies.

Role Summary

The postholder will carry out their role and responsibilities in a manner which is in keeping with the values and vision of the academy.

The postholder will assist in the smooth and efficient administration of examinations.

Key Responsibilities

Although not an exhaustive list the following gives an indication of the role and associated responsibilities.

Main Responsibilities

- To work with the Data & Exams Manager to ensure the successful operation of the examinations process in school.
- To be familiar with the guidance for invigilators and instructions provided for conduct of the examination by the Data & Exams Manager and/or relevant Examination Board.
- To supervise the admission of candidates into the examination room and to help them find their allocated seats quietly and efficiently.
- To distribute question papers, answer booklets and associated materials at the beginning of the examination and to collect them at the end.
- To assist in the efficient timekeeping of the examination and ensure that a clock, visible to all candidates, is in the examination room and examination board instructions for candidates are displayed in line with legal requirements.
- To ensure any minor behaviour issues are dealt with in accordance with school policy, report any breaches of the Examination Code of Conduct to the Data & Exams Manager immediately and make a record of the problem in the examinations incident book.
- To ensure the examination room is clear and tidied for the next session and to check examination desks for any graffiti.
- To supervise candidates in a quiet and unobtrusive manner to ensure that the regulations on conduct, communication etc. are strictly observed.
- To respond to candidates' queries in accordance with examination regulations.
- To provide candidates with additional paper and/or equipment as necessary and in accordance with examination board regulations.
- To escort and supervise candidates who may need to leave the examination room in an emergency.

General

- Develop excellent working relationships with colleagues internally, centrally and externally.
- Be an effective and flexible member of the team.
- Ensure any documentation produced is to a high standard and is in-line with the in-house style.
- Participate in training and other learning activities as required.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Support and promote the academy and United Learning's ethos, contributing to strengthening relationships between academies in the Cluster and between the Cluster and central office.
- To be aware of and comply with United Learning policies and procedures relating to Child Protection, Health and Safety, security, confidentiality and Data Protection, reporting all concerns to the appropriate person.
- The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Executive Business Manager and Principals.
- This job description will be kept under review and may be amended via consultation with the individual, Principal and Human Resources as required.

Information

The need to adapt working hours around the business need of the academy is an expectancy of the job role.

The information contained above is to help staff understand and appreciate the work content of their post and the role they are to undertake in the organisation. However, it should be noted that whilst every effort has been made to outline all duties and responsibilities, a document such as this does not permit every item to be specified in detail. Broad headings have therefore been used in which case all the usual associated duties are included in this job description.

This job description will be reviewed annually as part of the performance management process and may be subject to amendment or modification at any time after consultation with the postholder. Elements of this job description and changes to it may be negotiated at the request of either the postholder or the incumbent of the post.

I accept my job description and job title as detailed above.

Name (print)	
Sign	
Date	

Section 6 – Person Specification

United Learning
The best in everyone™

Person Specification

Post title	Exam Invigilator
Salary	£12.81 per hour

Education and Qualifications	**Essential**	**Desirable**
Numeracy – ability to work with figures.	X	
ICT – ability to use various Microsoft office software.	X	
A GCSE grade C (or equivalent) or higher in Maths and English.		X
Experience	**Essential**	**Desirable**
An understanding of working in a complex and busy environment.	X	
Good customer service skills.	X	
Effective at timekeeping.	X	
Experience/ knowledge of using a wide range of software packages, e.g. Microsoft Word, Excel, Outlook and Access.	X	
Ability to work effectively on your own initiative as well as part of a team.	X	
Experience of working with children and young people.		X
Previous experience in an educational environment.		X
Knowledge and Skills	**Essential**	**Desirable**
Ability to provide and maintain a quality customer focused service.	X	

Good interpersonal skills.	X	
Ability to communicate effectively both verbally and in writing.	X	
To be able to work under pressure in a busy and diverse environment.	X	
Ability to take personal responsibility for organising day to day targets.	X	
Teamwork	**Essential**	**Desirable**
Recognises the contribution and achievement of colleagues.	X	
Keeps colleagues, stakeholders and/or customers informed of progress.	X	
Treats others fairly, openly and consistently.	X	
Expresses disagreement or challenges views calmly, constructively and tactfully.	X	
Supports and cooperates with colleagues.	X	
Personal Attributes	**Essential**	**Desirable**
High levels of discretion, confidentiality, and awareness of Data Protection.	X	

High levels of personal and professional integrity.	X	
A facilitative approach to problem-solving and a 'can do' mindset.	X	
Good written and verbal communication skills.	X	
Ability to prioritise, multitask and manage workloads while maintaining a flexible response to urgent requests.	X	
Good interpersonal skills and ability to work with stakeholders at all levels.	X	
Organised and good attention to detail.	X	
Maintains high standards and takes initiative to make things better.	X	
Make recommendations for improvements to enhance quality of service.	X	

Section 7 – The Appointment Process

These notes are intended to guide you when making an application.

The Application Form

The application form is accessible via the 'Apply' link on the job advertisement. Please complete the application form neatly, fully and accurately, including exact dates. You are requested to submit a concise application. CVs are not accepted.

Education and Training

State your qualifications and any training you have undertaken relevant to the post.

Present Appointment

Make it clear what your present post is, which establishment you work in and who your employer is.

Previous Appointment

When completing this section it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work.

Referees

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. References will be taken if the candidate is successfully short-listed for interview. We may need to contact them at short notice so please be specific with regard to contact addresses including e-mail and telephone numbers.

The Supporting Statement

The supporting statement is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post.

Arrangements for Interview

Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to the interview stage for teaching and support staff posts. We would ask that all shortlisted applicants read the safeguarding information on the academy website/s prior to attending the interview.

The Interview

Candidates will be invited to interview at the academy during which time they will have the opportunity to meet staff and students and see the academy at work.

Feedback

Feedback is offered to those candidates who are shortlisted, interviewed and not recommended for appointment. It is hoped that this information will help you with future applications.

Section 8 – Visitors/Contacts

The academy is located in a thriving city close to the beautiful Peak District

Sheffield Park Academy
The best in everyone™
Part of United Learning

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Beaumont Road North
Sheffield
South Yorkshire
S2 1SN

Website: www.sheffieldpark-academy.org
Email: info@sheffieldparkacademy.org
Telephone: 0114 2392661

Sheffield Park Academy is an Ofsted rated 'Good' academy. The academy is part of United Learning, a national group of schools and academies. Sheffield Park Academy is an 11-18 academy. As part of United Learning our aim is to bring out 'the Best in Everyone' and we continuously strive to ensure that students and staff have every opportunity to succeed, with their potential developed to the utmost.