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|  | **BRIGHTON & HOVE SCHOOLS**  **Taking Action for Equality**  **Exam Invigilators**  **Job Reference SU447** |

**Exam Invigilators**

**Required from: Monday 23 February 2026**

**Closing Date**: Midday on Thursday 13 November 2025

**Interview Date**: On going

**Salary:** Scale 4a – Point 9 - £14.13 per hour

**Please note:** Successful applicants must be available to attend a paid training session, which will be held on the morning of Tuesday 2 December (9:30am – 12pm).

We are looking for reliable individuals to join our professional team of examination invigilators for the February mock exams (23 February to 3 March) and Summer 2026 public exams (7 May to 25 June). Applicants will be required to work either morning or afternoon sessions (or both if preferred).

Under the supervision of our lead invigilator, you will be required to supervise students, assist with distribution and collection of examination papers and deal with student queries.

Applicants must be available for at least 7 of the 14 sessions in February and a minimum of 5 sessions a week in the summer. Applicants will also need to be available for the majority of our whole cohort GCSE exams in the summer series, the dates of these are:

**English :** Monday 11 May (AM), Tuesday 19 May (AM), Thursday 21 May (AM), Friday 5 June (AM)

**Maths :** Thursday 14 May (AM), Wednesday 3 June (AM), Wednesday 10 June (AM)

**Science :** Tuesday 12 May (PM), Monday 18 May (AM), Tuesday 2 June (AM), Monday 8 June (AM), Friday 12 June (AM), Monday 15 June (PM)

**Languages :** Wednesday 20 May (AM), Tuesday 9 June (AM)

[Morning sessions start at 8.45am; Afternoon sessions start at 1.00pm with a duration between 1.5 – 2.5hrs]

The ability or willingness to train as a reader/scribe is desirable. Applicants must be physically able to move desks if required.

For further details see the Person Specification and Job Description.

**HOW TO APPLY**

Application is by application form with a supporting letter. Your application should take account of the Person Specification. In line with our Safer Recruitment Policy, we cannot accept C.V’s.

See application form and associated paperwork attached.

Please return your completed application to Katie Welsh/Alex Mitchell, at [recruitment@dorothy-stringer.co.uk](mailto:recruitment@dorothy-stringer.co.uk) . If you have a problem replying electronically please contact the school on 01273 852222.

*Dorothy Stringer is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and comply with the Department of Education Statutory Guidance ‘Keeping Children Safe in Education’.*

Safeguarding Information - [safeguarding – Dorothy Stringer School (dorothy-stringer.co.uk)](https://dorothy-stringer.co.uk/safeguarding-2/)

\*We reserve the right to appoint a suitable candidate before the closing date.