



Lead Exam Invigilator Applicant Information Pack

February 2026

Headteacher's welcome

Welcome to Q3 Academy Great Barr

Thank you for considering Q3 Academy Great Barr as the next step in your professional journey. We are proud to be a vibrant, inclusive community where every member is valued, and every student is empowered to thrive.

At the heart of our Academy lies a clear and compelling mission: to be the most inclusive, best-performing school in our local area. This ambition is not just a statement—it is a daily commitment that shapes our culture, our curriculum, and our relationships.

We live this mission through our core values of CARE:



Community – *We are stronger together. We foster a sense of belonging where every voice is heard and every individual is respected*



Ambition – *We set high expectations for ourselves and our students, striving for excellence in all that we do*



Respect – *We treat one another with dignity and kindness, creating a culture of mutual trust and understanding*



Excellence – *We pursue the highest standards in teaching, learning, and leadership, always seeking to improve and innovate*

These values are not just words—they are the principles that guide our decisions, shape our relationships, and define our school culture.

If you are passionate about education, committed to inclusion, and eager to make a meaningful impact, we warmly invite you to join us. At Q3 Academy Great Barr, your talents will be valued, your growth will be supported, and your work will help shape the future.

Mr Chris Bury
Headteacher



About our Academy



As a mixed comprehensive academy with a dynamic Sixth Form, Q3 Academy Great Barr serves a vibrant and culturally diverse community of nearly 1,200 wonderful students.

Our gorgeous new buildings are surrounded by open, picturesque fields and woodlands, and the Academy offers a stimulating setting for teaching and learning. Our facilities are designed to inspire, with state-of-the-art classrooms and resources that support a rigorous, knowledge-rich curriculum. This curriculum is carefully crafted to challenge students, develop critical thinkers, and prepare them for successful futures.

Professional growth is embedded in our culture, and Q3 Academy Great Barr presents unparalleled opportunities for students and staff. If you are an educator passionate about shaping the future generation, you will be joining a community where education is valued, diversity is celebrated, and personal development is prioritised. This is a place where your talents will be valued, and your career can flourish.

We are proud to be part of The Mercian Trust, which provides us with access to wider resources, professional development, and a network of educators focused on pioneering teaching and learning methods, including digital transformation. Join us for an opportunity to be at the forefront of a transformative educational approach that champions collaboration, innovation, and excellence in teaching and learning.



Why work here?

- ✓ Join an incredible team of friendly and supportive staff.
- ✓ Work with our amazing students in a positive learning environment supported by a centralised behaviour system.
- ✓ Manageable marking
- ✓ Supportive feedback culture with no high-stakes observations
- ✓ Rich culture of professional learning, with a high-quality CPD programme
- ✓ Fully resourced curriculum
- ✓ Three-week Christmas break
- ✓ Visible and supportive SLT
- ✓ Modern laptops for staff and visualisers in every classroom
- ✓ Connect and unwind with regular social activities.
- ✓ Access to UK Healthcare benefits, supporting your optical and dental care needs and including a free annual flu vaccination.
- ✓ Free car parking on site
- ✓ Enjoy exclusive discounts and benefits through an online platform, including a cycle to work scheme



Staff testimonials



“Q3 Academy Great Barr is a great place to work because students appreciate you as a teacher. Often students will thank you for your lesson and I love working with them as a team. It is not just a workplace but a hub of professionals who are always happy to support and encourage others. I feel part of a family rather than one of many.”

– *Teacher of Science (2024)*

“Lots of places promote the idea of students and staff being at the very heart in all that they do. Well, come see a place that actually does that. Visit us and see the smiles, you won’t want to leave!”

– *Teacher of French (2024)*

“I am grateful for the amazing opportunity to work as a teacher at Q3 Academy Great Barr. What sets us apart is the unwavering support from all staff members, from teachers to administrators. Everyone is approachable and always willing to help, making me feel valued and appreciated. Every day is a joy to come to work.”

– *Teacher of Geography (2024)*

Job Description

Title:	Lead Exam Invigilator
Reports To:	Data and Examinations Officer
Salary:	£13.02 per hour (plus holiday pay)

Main Duties

- Organise and oversee invigilators for all public exams, and for internal exams where this is requested by the Exams Officer
- Lead and manage the team of invigilators, including scheduling their hours as required for each exam season, and managing short-notice changes and absences.
- Help to deliver invigilator training, and ensure that all invigilators are up to date in their training prior to being deployed in public exams.
- Oversee the setup of the exam room, including setting out required posters, clocks, papers, desk labels and stationery.
- Ensure that all exam room registers are completed and take to the Attendance Office as soon as possible after the start of each exam.
- Manage the collection and security of candidates' scripts at the end of each exam.
- Be aware of evacuation and contingency procedures and ensure that all invigilators understand these.
- Ensure all student's access arrangements are met.
- Arrange the supervision of exam timetable clash candidates between exam sessions.
- Handle queries, incidents, and occurrences on exam days, resolving problems and/or bringing them to the attention of the Exams Officer as required.
- Maintain high standards among all invigilators.

General Requirements

- Act as invigilator or roaming invigilator where required.
- Undertake other duties as requested by the Exams Officer, in relation to the smooth organisation and running of exams such as filing and shredding.
- Invigilators are required to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them.
- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Q3 Academy Great Barr regulations and instructions.
- To have a key role in upholding the integrity and security of the examination/assessment process.
- Undertake training and update and review sessions as required (prior to invigilating any exam in a new academic year).

Before Examinations

- Report to, and be briefed by, the Examinations Officer prior to each exam session.
- Ensure that adequate number of invigilators are present and organise their work locations.
- Keep confidential exam question papers and materials secure before, during and after examinations.
- Ensure examination rooms are set up according to the requirements.
- Admit candidates into examination rooms under formal examination conditions.
- Supervise the distribution of correct question papers and materials to candidates.

- Instruct candidates in the conduct of their examinations.
- Deal with candidate and invigilator questions.

During Examinations

- Keep disruption in examination rooms to a minimum.
- Deal with emergencies or irregularities effectively.
- Record/report any incidents, disruption, or irregularities to Exams Officer
- Complete attendance registers and take to Attendance Office
- Deal with candidate questions according to the regulations.
- Deal with invigilator queries.
- Manage invigilator's hours during examinations, keeping in accordance with invigilator ratios.

After Examinations

- Instruct candidates in finishing their examinations and organise invigilators to collect scripts and materials.
- Dismiss candidates from the examination room.
- Check candidates' names on scripts match the details on the attendance register.
- Securely return all scripts and materials to Examinations Cupboard
- Assist with collation and dispatch of answer scripts to Awarding bodies.
- File all exam paperwork.

Role Model

- Ensure that 'no student is left behind', in their academic and personal development.
- Demonstrate exceptional conduct, professionalism, and time keeping in line with policy.
- Build team commitment and positivity amongst students and staff alike.
- Engage and motivate students and staff to do their best by doing your very best.

Additional Components

- To work in an enthusiastic, cooperative, and polite manner to enhance the School's reputation.
- To work with students in a courteous, positive, caring, and responsive manner.
- Play a full part in the life of the School's community, to support its distinctive mission and ethos, and to encourage staff and students to follow this example.
- Carry out duties in line with all policies and promote a positive, harmonious working environment.

This job description is not an exhaustive list of tasks, and the successful candidate will be expected to perform additional duties that are commensurate with the grade.

The Mercian Trust is committed to safeguarding and promoting the welfare of children. All post holders are subject to a Satisfactory Disclosure & Barring Service Check. Satisfactory employment references and identification and qualification checks will be required before commencing duties.

Person Specification

	Essential	Desirable	Assessed
Qualifications			
Educated to a good standard of education, particularly in numeracy and literacy	✓		A
Experience			
Experience of invigilating		✓	A, I, R
Appropriate level of fitness to stand and walk for long periods of time	✓		A, I
Ability to lead others effectively	✓		A, I, R
Positive thinking and a flexible 'can-do' attitude which inspires confidence and optimism.	✓		A, I, R
Knowledge and Skills			
Ability to work to tight deadlines	✓		A, I, R
Accuracy and attention to detail	✓		A, I, R
To work independently on own initiatives.	✓		A, I, R
Strong organisational skills	✓		A, I, R
High level communication skills and an effective listener.	✓		A, I, R
Resilient, adaptable and able to manage challenges and opportunities.	✓		A, I, R
Ability to 'think on your feet' under pressure.	✓		A, I, R
Values and Attributes			
Commitment to our values of Community, Ambition, Respect, and Excellence	✓		I, R
Commitment to the wellbeing of all students	✓		I, R
Professionalism and confidentiality	✓		I, R
Flexibility and adaptability	✓		I, R
Positive and inclusive approach	✓		I, R
Commitment to equity, diversity, inclusion, and belonging	✓		I, R
Exceptional customer service orientation	✓		I, R
Ability to serve as a role model through professional conduct	✓		I, R

A = Application Form, I = Interview, R = Reference

How to apply

To apply for this role, please submit an application form on our [recruitment portal](#).

Key dates

Deadline for applications	Sunday 16 th March 2026 @11.59pm
Interview date:	25 th and 26 th March 2026

