



Moseley School
and Sixth Form



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and Sixth Form

Examination Invigilator



Succeeding together



Dear Colleague,

We have an exciting opportunity for several Examination Invigilators to join our team.

We would like to increase our pool of examination invigilators to assist throughout our busy examination periods. We are looking to appoint people with an educational background or an interest in education who are highly organised, vigilant and reliable.

The hours worked would be variable on a demand basis with training provided before starting and regularly throughout the year. The number of days worked per week will vary and will be by prior agreement.

The job description and person specification give you an indication of the scale and ambition we have for this post. If you have the passion, commitment and resilience to make a significant difference in this role I would be delighted to receive your application.

We are currently seeking a passionate and committed Caretaker to join our team on a permanent term contract ideally starting as soon as possible.

At Moseley School & Sixth Form, our ethos is built on our RAISE values:

- **Resilience** – empowering students to overcome challenges
- **Ambition** - inspiring high aspirations and achievement
- **Independence** – fostering confident, self-directed learners
- **Supportive** – nurturing a caring and inclusive environment
- **Effective Communication** – encouraging clarity, collaboration and understanding

These values underpin everything we do and guide our mission to provide the best possible futures for our students and staff.

Your application must be received by Wednesday 25th February 2026 at 8.00am.

Please note this advert may close when sufficient applications are received.

Interviews will be held week commencing Monday 2nd March 2026.

Yours sincerely

Andrew Bate
Headteacher



Post Title: Examination Invigilator

Salary/Grade: Grade 1 Scale Point 2 (£23,656 per annum FTE), equivalent to £12.42 per hour

Contract Type: Casual hours

Contract Term: Permanent

Contract Start Date: ASAP

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The hours worked would be variable on a demand basis with training provided before starting and regularly throughout the year. The number of days worked per week will vary and will be by prior agreement.

Responsibilities will include:

- Preparing the rooms prior to examinations in accordance with regulations,
- Distribution of scripts and supervision of students during examinations.
- Teamwork skills and flexibility are essential.

This successful post holder must be numerate and literate with good communicational and organisational skills and the ability to work independently as well as part of a team. The post would suit a retired person or someone looking for part time hours at certain times of the year.

If this is you come and join 'Team Moseley'. The staff at Moseley School and Sixth Form are a passionate team of professionals. Our purpose is to inspire excellence in character and scholarship. The students and their families have bought into this vision. Together we form a friendly and dedicated community.

What we can offer you:

We value our staff both as individuals and as professionals and are committed to their personal and professional development. We pride ourselves on being friendly and welcoming to everyone who visits and works with us.

We offer a wide range of programmes to enhance the employee experience and engagement, this includes:

- Employee voice through surveys and feedback sessions
- A 24-7 confidential employee assistance helpline
- An extensive CPD program to enable staff to achieve their career goals.
- Whole school termly celebrations
- Regular wellbeing resources and information, supporting National Awareness Campaigns
- Free flu vaccinations
- Free access to the school's onsite gym
- A designated car park space for each staff member
- Generous Pension Scheme
- Appraisal, leading to potential pay progression.
- Cycle to Work Scheme

At Moseley School and Sixth Form, we are committed to safeguarding and to promoting the welfare of our students

Succeeding together

- Paid and unpaid leave to support life events.



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Job Description

Post Title **Examination Invigilator**

Core Purpose: To work within a team of Examination Invigilators to supervise the administration of internal and external examinations at Moseley School.

Core Responsibilities:

- Prepare examination room as directed by the Exams Coordinator, including displaying exam times.
- Interpret seating plans and ensure students are seated correctly in an orderly fashion and on time for the start of the exam.
- Distribute papers and stationery as required for each examination.
- Complete exam attendance register, ensuring information concerning absent students is forwarded to the general office for afternoon registration check.
- Advise candidates of the conditions under which the exam is to be taken.
- Start the exam in the absence of the Examinations Coordinator.
- Ensure no communication or cheating takes place and that students adhere to the examination conditions at all times.
- Report any disruption/incidents to the Examinations Coordinator straight away.
- Close the exam in the absence of the Examinations Coordinator.
- Collect and collate exam papers, by candidate number.
- Other duties as may be required with the grade and post.
- Flexibility to assist with other duties to support students as required.
- Be confident and able to communicate with staff and pupils.
- Have the ability to keep calm and maintain an air of authority.
- Good team member and also work on own initiative.
- To follow instructions.

Special Conditions:

Exam Invigilators will be highly flexible and required to work when examinations take place, mainly November, March and May to July, days/hours of work are variable with a greater demand during the Summer Term. There is a confidentiality component to this role and the post holder needs to undertake the duties of this role in a strictly professional manner.

Level of Supervision:

Left to work within established guidelines subject to scrutiny by line manager

Other Responsibilities:

School ethos and culture:

- Promote the school's ethos and culture to the broader community to raise local expectations
- To adhere to the ethos of the school
 - a) To promote the agreed vision and aims of the school
 - b) To set an example of personal integrity and professionalism
 - c) Attendance at appropriate staff meetings and parents' evenings



Developing self and working with others:

- Treat students, staff and parents fairly, equitably and with dignity and respect to create and maintain a positive school culture
- Regularly review own practice, set personal targets and take responsibilities for own personal development
- To undertake appropriate professional development including adhering to the principle of performance management.

Additional Duties:

- To be aware of safeguarding and promoting the welfare of children and to report any concerns in accordance with the school's safeguarding policies
- Flexible approach to hours of work to ensure attendance at meetings outside of normal hours of work
- To comply with the school's Health & Safety policy and statutory requirements
- To undertake any other duties not detailed above commensurate with the level of the post

While every effort has been made to explain the main duties and responsibilities of the post, each individual task is not identified. Employees will be expected to comply with all reasonable requests from the Headteacher to undertake work of a similar level that is not specified in their job description.

Moseley School and Sixth Form is an equal opportunity employer and is committed to the safeguarding and to promoting the welfare of children and young people and expects all staff to share this commitment. An Enhanced DBS check is required for the successful applicant.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

An online search will be carried out as part of due diligence on all short-listed candidates. References will be used to support the selection panel's assessment. Any relevant issues arising from references will be raised during the interview process.



Person Specification

Post Title: Examination Invigilator

Method of Assessment

(MOA) AF Application Form

L Lesson
observation

I Interview

T Test or
Exercise

P
Presentation

Attributes tested by Application, Interview, Task and References	Essential E/ Desirable D	Method of assessment
Qualifications & Experience		
<ul style="list-style-type: none"> Must be numerate and literate (minimum GCSE Maths & English Grades A*-C). Good command of written and spoken English 	E	AF
<ul style="list-style-type: none"> Good standard of Education to A Level (or equivalent) 	D	AF
<ul style="list-style-type: none"> Experience of using office software i.e. Microsoft Office 	D	AF/I
<ul style="list-style-type: none"> Experience of working in a school environment 	D	AF/I
<ul style="list-style-type: none"> Experience of managing pupil behaviour 	D	AF/I
Skills and Abilities		
<ul style="list-style-type: none"> Excellent communication skills 	E	AF/I
<ul style="list-style-type: none"> Ability to organise own work effectively. 	E	AF/I
<ul style="list-style-type: none"> Ability to deal consistently and effectively with a wide range of people i.e. students, teachers, and support staff. 	E	AF/I
<ul style="list-style-type: none"> Ability to use IT (e.g. Microsoft Office) 	E	AF/I
<ul style="list-style-type: none"> Ability to use initiative and common sense. 	E	AF/I
<ul style="list-style-type: none"> Ability to work calmly and effectively under pressure. 	E	AF/I
<ul style="list-style-type: none"> Ability to engage with and motivate students 	E	AF/I
<ul style="list-style-type: none"> Ability to work independently, with minimal supervision 	E	AF/I
<ul style="list-style-type: none"> Be friendly and approachable. 	E	AF/I
Other Attributes		
<ul style="list-style-type: none"> Willing to undertake appropriate training to meet the needs of the job, including First Aid training. 	E	AF/I
<ul style="list-style-type: none"> Ability to relate to and promote the ethos of the school. 	E	AF/I
<ul style="list-style-type: none"> Evidence of an interest in working with young people. 	E	AF/I
<ul style="list-style-type: none"> Demonstrates a commitment to safeguarding and a suitability to work with children, including appropriate relationships with children, emotional resilience to challenging behaviour and attitudes to the use of authority and maintenance of discipline 	E	AF/I
<ul style="list-style-type: none"> Fluent in the community language(s) and/or other languages reflective of our students 	D	AF/I
<ul style="list-style-type: none"> Proven good attendance and punctuality. 	E	AF/I
<ul style="list-style-type: none"> Flexible approach to duties. 	E	AF/I



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