



Wheatley Park School

Everyone Learning - Everyone Caring
11-18 Academy and member of the River Learning Trust
1146 on roll including 218 Sixth Form



Exam Invigilator

Casual Term Time only contract

Grade 4 £14.86 per hour including holiday pay

Required as soon as possible

We are looking for exam invigilators to support the Exams Manager with the day-to-day operation of examinations. This role would suit individuals that have a flexible and meticulous disposition and are able to work within a small team or on their own initiative.

This is an important post within the school providing essential support to both students and staff. The successful applicant will have excellent interpersonal and practical skills.

We will offer you the chance to be part of a strong and supportive school community working with our wonderful staff and students. We are renowned for placing a high value on staff wellbeing and professional development at all levels and you will receive extensive support and training as required.

Situated just east of Oxford in a unique parkland site, Wheatley Park School is a flourishing 11- 18 academy with a vibrant comprehensive intake.

Education has the power to change lives, communities and society for the better. At RLT we believe that we can achieve more for our pupils, trainees, staff and communities by working together rather than alone. Schools in RLT are united by a common belief in the benefits of working together, and by our commitment to shared principles.

OUR VISION is for our schools and SCITT to improve rapidly, continuously and sustainably: to be better faster together.

OUR 'WHY?' is that children and young people 'only get one go' in school and therefore as part of RLT we aim to ensure the best possible 'go' for our pupils.

OUR 'HOW?' is through the highest support and challenge for our schools and each other, underpinned by our principles.

Our employees benefit from a wide variety of support including extensive continuing professional learning and development opportunities, wellbeing and staff networks and access to Defined Benefit Pension Schemes (TPS and LGPS) for all staff. For more information on what it is like to work for the Trust, and the benefits you could access, please see our "[Working in RLT](#)" guide.

This role includes regulated activity relevant to children.

If you would like to know more, or arrange a visit, please contact Mrs Skye Wigley (HR Manager) on 01865 872441 or by email to swigley@wheatleypark.org. Full details can be found on our website [here](#). Applications for this post can only be accepted via the MyNewTerm website [here](#). To find out more about the River Learning Trust, please visit www.riverlearningtrust.org.

Closing date and time: 9am Wednesday 9th September 2026

The school reserves the right to consider and interview candidates ahead of the closing date if appropriate. An offer may be made to an exceptional candidate in this instance.

Interview date: To be confirmed

The River Learning Trust and Wheatley Park School are committed to safeguarding and promoting the welfare of all children and preventing extremism. The Trust is required to conduct a variety of checks and online searches about you as part of their recruitment process in accordance with Keeping Children Safe in Education guidance. It is an offence to apply for certain roles within schools if you are barred from engaging in regulated activity relevant to children.

For all RLT Safer Recruitment Documentation candidates should click on the following link [RLT Safer Recruitment Documents for Candidates](#). Please see our website for up to date policies including our Child Protection and Behaviour Policies.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. For further guidance for applicants click on this link [List of offences that are not filtered](#)

Our staff are expected to maintain high standards of ethics and behaviour, within and outside school, by not undermining fundamental British values including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.

Wheatley Park School, Holton, Oxford, OX33 1QH

Tel: 01865 872441

www.wheatleypark.org



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EXAM INVIGILATOR JOB DESCRIPTION

ADMINISTRATION & ORGANISATION - Exam Invigilator (Grade 4)

Under the instruction/guidance of Exams and Assessment Manager and Lead invigilator(s) : Provide support to the examination process

TASKS

To support the Lead Invigilators with the day-to-day operation of examination venues. This activity may include:

- Assisting with setting-up examinations venues by laying out stationery, equipment and examination papers in accordance with JCQ instructions
- Assisting with the collection and safe storage of personal property which is not permitted in the examination venue (bags, mobile phones, watches)
- Assisting candidates prior to the start of an examination by directing them to their seats and advising them about possessions permitted in examination venues
- Ensuring that the candidates do not talk once inside the examination venue
- Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with JCQ instructions
- Assisting with the checking and recording of student attendance during examinations
- Escorting candidates from venues during the examinations as required, and supervising candidates whilst outside examination venues
- Assisting with the collection and collating of scripts at the end of the examination in accordance with JCQ instructions
- Supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner

To assist Examinations and Assessment Office staff with the other examination processes. This activity may include:

- Assisting with the packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues as appropriate
- Assisting with the preparation of seating plans
- Delivering scripts to departmental and School offices
- Writing a statement if there has been an incident of malpractice during the examination

RESPONSIBILITIES

- 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
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required

- Participate in training and other learning activities and performance development as required

This job description outlines only the minimum expectations of the post-holder and should not limit any member of staff from taking on additional responsibilities and tasks which could positively affect their own, their teams, or the school's development and improvement. The Headteacher may make additional, reasonable requests of colleagues in order to ensure the effective and efficient operation of the school.

General responsibilities as part of the Trust

- To support teaching and learning by providing high quality support as part of a committed and flexible team;
- At all times act in accordance with agreed local and national policies and procedures;
- Contribute to the overall ethos/work/aims of the River Learning Trust;
- Appreciate and support the role of other professionals;
- Attend and participate in relevant meetings as required;
- Participate in training and other learning activities and performance development as required;
- Carry out other duties as required from time to time by line manager;
- Follow the Trust's Health and Safety rules and procedures and adhere to safeguarding principles.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Safeguarding

Wheatley Park School and The River Learning Trust are committed to safeguarding and promoting the welfare of children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptance references (1 from current/latest employer) and evidence of the formal qualifications required for the role.



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EXAM INVIGILATOR Selection Criteria

	Essential	Desirable
Experience	Experience of working within a team and on your own initiative	Experience of working or studying in a higher education environment.
Knowledge/ Skills	- Effective oral/written communication skills - Good numeracy/literacy skills	An understanding of examination processes
Personal attributes	- Accuracy and attention to detail - Flexibility and ability to adapt to change - Ability to relate to academic staff and students - Ability to work under pressure and to tight deadlines - Timekeeping - Resilience and a sense of humour - Ability to identify own training & development needs - Participate in development and training opportunities - To be able to maintain discretion and confidentiality of information	- Knowledge of relevant policies/codes of practice & awareness of relevant legislation - Understanding of Child Protection and Safeguarding issues
Typical Working hours	Awarding body examinations: Morning session: 8.15am – 12.15pm maximum Afternoon session: 1.00pm – 5.00pm maximum Internal examinations: 8.15am – 12.00pm	
Other	- Training and Support in the role will be provided - A positive attitude to all aspects of Equal Opportunities - Able to project a positive image for the school	