



Birchwood High School

your dreams, your future, our challenge

Exam Invigilator

Recruitment Pack





*At Birchwood, we are part of something special, welcoming all,
supporting all, and encouraging all.*

*Together, we enjoy the exploration of ideas, the excitement of
learning, and the celebration of our achievements in a school
where we feel safe.*

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WELCOME FROM OUR PRINCIPAL, SAM GRIFFIN



Dear Applicant,

Thank you for your interest in joining the team at Birchwood High School. We are a school that is proud to be more than just a place of learning — we are a thriving, inclusive community where every member is valued, supported, and empowered to succeed.

At Birchwood, we believe in unlocking personal potential: nurturing ambition, fostering growth, and ensuring that every student thrives in an environment where they feel safe, inspired, and encouraged. Our commitment to this ethos was reflected in our most recent Ofsted inspection (January 2025), where we were judged to be 'Good' in all areas.

We are incredibly fortunate to have a dedicated and talented team of staff who share our vision. Teaching at Birchwood means working alongside passionate professionals who go above and beyond to create enriching experiences for our students. Whether through academic progress, pastoral support, or curriculum enrichment, we strive to strike the right balance—offering challenge, support, and opportunity in equal measure.

If you share our commitment to inclusive education and want to be part of a school where your contribution is valued and where you can truly make a difference, we would love to hear from you.

We look forward to welcoming you to Birchwood.

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Sam Griffin,
Principal

ABOUT BIRCHWOOD HIGH SCHOOL & THE LOCAL AREA

Birchwood High School is a thriving, inclusive secondary school that welcomes students of all abilities. With a student body of over 1,450, including a vibrant Sixth Form, we offer a diverse and ambitious curriculum that supports academic success, personal growth, and future aspirations.

Our ethos—**Welcome all, Support all, Encourage all**—is at the heart of everything we do. We are proud of our strong links with the local community and our reputation for exceptional pastoral care, SEND provision, and enrichment opportunities. Students benefit from modern facilities, including specialist teaching spaces, a dedicated Sixth Form centre, a well-equipped library, and extensive sports amenities, ensuring a dynamic and engaging learning environment.

At Birchwood, we believe in preparing our students not only for academic success but also for life beyond school—empowering them to become confident, capable, and happy young adults ready to take on the world.

Nestled in the heart of the Hertfordshire countryside, Bishop's Stortford is a thriving and historic market town that offers the perfect balance of connectivity, charm, and community. Bordering Essex and with direct train links to London Liverpool Street, Cambridge, and Stansted Airport, the town is ideally positioned for commuters and families alike. The M11, M25, A120, A10, and A414 provide excellent road access to key destinations across the South East.

Beyond its exceptional transport links, Bishop's Stortford boasts a rich heritage, vibrant town centre, and a strong sense of community. The area offers a mix of independent shops, cafes, and restaurants alongside well-known high-street brands. Residents enjoy a variety of leisure facilities, green spaces, and cultural attractions, as well as easy access to beautiful countryside and picturesque villages.

Birchwood High School is located in the north-east of Bishop's Stortford, within a welcoming residential area and surrounded by open green spaces, including mature woodland.

KEY FACTS AND STATISTICS



RATED '**GOOD**' IN ALL AREAS
JANUARY 2025



BISHOP'S STORTFORD



SINGLE ACADEMY TRUST
(Est. 2011)



YEAR 7-13



1179 - STUDENTS YR 7-11
227 - SIXTH FORM STUDENTS

21%

SEND

11%

FSM

13.6%

EAL

12.4%

PUPIL PREMIUM

“

The supportive community of teachers and fellow students has empowered me to reach my full potential academically and personally.

BIRCHWOOD ALUMNI

”



JOB DESCRIPTION

JOB TITLE	Exam Invigilator
SALARY / GRADE RANGE	£13.64 per hour for hours worked
HOURS OF WORK	Variable, as and when
RESPONSIBLE TO	Exams Officer

Oversee and supervise examinations and ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions.

The role of the invigilator

To ensure that examinations are conducted according to the regulations to:

- ensure all candidates have an equal opportunity to demonstrate their abilities
- ensure the security of the examination materials before, during and after the examination
- prevent possible candidate malpractice
- prevent possible administrative failures

General requirements

- Experience of invigilation is not required, as training in the role and duties of an invigilator will be provided
- Invigilators are required to:
 - declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them
 - confirm their availability in advance of main examination periods
- Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times

An ideal candidate will:

- be reliable, flexible and readily available during main examination periods
- have effective communication skills and good interpersonal skills
- work well as part of a team
- be confident and a reassuring presence to candidates in examination rooms
- be able to give instructions and manage situations involving different groups of people
- have basic IT skills (familiar with use of email, mobile phone messaging etc.)
- seek to achieve competence in the role and a thorough understanding of the JCQ regulations

Responsibilities of an Examination Invigilator

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Birchwood High School regulations and requirements.

Before examinations

- Keep confidential exam question papers and materials secure before, during and after exams
- Ensure exam rooms are set up according to the requirements
- Assist in setting up examination rooms, including laying out candidate cards, recording the seating plan, and writing the centre number and start and finish times on the whiteboard.



JOB DESCRIPTION

- Ensure no inappropriate items are brought into the examination hall, such as personal stereos, revision notes or other paperwork, unless told otherwise
- Admit candidates into exam rooms under formal examination conditions
- Give full attention to conducting the examinations properly
- Identify candidates and seat candidates according to the required arrangements
- Distribute the correct question papers and exam materials to candidates
- Ensure all candidates are aware of the pre-exam start information and of any erratum notice that may affect them
- Ensure there is no talking or disruption for the candidates once they have entered the examination room
- Ensure all candidates are seated before starting the exam.
- Deal with candidate questions
- Start exams

During examinations

- Supervise and observe candidates at all times and be vigilant throughout
- Be aware of any needs that candidates may have during an examination
- Keep disruption in examination rooms to a minimum
- Deal with emergencies or irregularities effectively
- Record/report any incidents, disruption or irregularities
- Complete attendance registers
- Deal with candidate questions according to the regulations
- Ensure candidates obey the regulations of an examination room as laid out in the examination guidelines
- Ensure that invigilators **DO NOT** help candidates in any way with the question paper

After examinations

- Instruct candidates in finishing their examinations and collect examination scripts and materials
- Dismiss candidates from the examination room
- Check candidates' names on scripts, match the details on the attendance register
- Ensure all answer scripts are in candidate number order and are packaged in the correct envelope with the register and delivered to the receptionist
- Securely return all examination scripts, question papers and materials to the examinations officer

Other tasks

- Undertake training, update and review sessions as required
- Undertake relevant online invigilator training and assessment, centre-specific training/updates for that academic year prior to invigilating any external examination in a new academic year
- Undertake, where required and where able, other duties requested by the exams officer, for



IMPORTANT INFORMATION

JOB TITLE	Exam Invigilator
SALARY	£13.64 per hour for hours worked
HOURS OF WORK	Variable, as and when
TERM	Casual
START DATE	As soon as possible, subject to pre-employment checks
CLOSING DATE	Monday 2 nd February 2026, 9am
INTERVIEW DATE	W/c 9 th February 2026

If you would like to find out more about the role and/or arrange an informal visit to the school, please contact our HR Manager via admin@birchwoodhigh.org.uk, or phone 01279 655936.

Birchwood High School is committed to safeguarding and promoting the welfare of children and expects all staff and visitors to share this commitment. Appointment to this post is subject to an enhanced Disclosure and Barring Service check (DBS) as well as other pre-appointment checks, including an online check, outlined in Keeping Children Safe in Education (September 2024).

To help us meet our high standards and aspirations of a fully diverse and inclusive workplace, we strongly encourage suitably qualified applicants from all backgrounds to apply and to join us.

HOW TO APPLY

Application Form

Applicants must use the staff application form provided on MyNewTerm (CVs are not accepted). Please complete all aspects of the form fully. Include your full work history with no unexplained gaps since leaving school education

Person Specification and Personal Statement

Please refer to the Person Specification to help guide you in terms of your personal statement. Be sure to evidence additional aspects such as training and qualifications together with your background and experience.

References

Please make sure your referees are aware of your application and that they are able to provide a swift turnaround. Referees should be your last two employers, and you should provide their official organisation email address for us to contact.

Please contact our HR Manager via admin@birchwoodhigh.org.uk if you have any questions.



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 01279 655936

 www.birchwoodhighschool.co.uk