



**NORTH**  
HUDDERSFIELD  
TRUST SCHOOL



**VACANCY**

# Exam Invigilator

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**APPLICATION INFORMATION PACK**



# Welcome

Thank you for your interest in the advertised position of Exam Invigilator at North Huddersfield Trust School.

The school opened in 2011 and has more than trebled in size since then. We now have over 1000 students on roll, with four year groups having an above PAN intake of 210. To support with the accommodation of our increasing numbers, a brand new five-classroom teaching block opened in September 2025.

We were inspected by OFSTED in May 2022 with the report describing 'a welcoming and vibrant atmosphere' where 'the diversity of the school and community is celebrated'. It also confirms the curriculum 'sequences what pupils need to learn' and is designed 'to enhance pupils' cultural capital and understanding of the world'. As a school that is fully committed to inclusion, the report highlights that 'pupils are calm and patient' and that 'staff help to build and manage positive relationships'.

We are at an extremely exciting phase of our development led by a supportive and proactive senior and middle leadership and a dedicated team of Lead Practitioners that help colleagues develop research informed best practice tailored to meet the needs of our students. We have a healthy mixture of staff who are relatively new to the school and many who have worked here for a much longer period of time. In the last few years, the curriculum has been completely overhauled and the way it is delivered reformed and refined, so that it matches the ambition we hold for every student; huge strides have been made in the consistency and effectiveness of classroom delivery. We are determined and confident that this will result in significant and sustained improvements in attainment. We believe that education is not only about academic outcomes and have a well-established personal development and leadership programme.

As Headteacher, I am in the privileged position of leading the school in its quest to provide a safe and happy environment in which our students thrive. Recruiting staff with the potential to make a significant contribution to this is crucial.

Please take the time to read the contents of this pack carefully and to look at our website which provides lots of information about the school, its values, links and identity.

I hope that, having read through all the available information, you are keen to submit an application and look forward to receiving it.

Thank you again for your interest in the position and, should you choose to make an application, I wish you the best of luck.



Andrew Fell  
Headteacher

# Vacancy Details

**Exam Invigilator**

**Hours of work – flexible during exam seasons**

**Hourly rate of pay: £13.26**

**Closing date: 9am Tuesday 3 March 2026**

**Start Date: April 2026**

North Huddersfield Trust School is recognised by Ofsted as a 'Good' school which is outstanding in its work around students' personal development, well-being, safety and security. We continually drive forward standards and are passionate about maximising the potential in all. Our caring and nurturing approach to education within and beyond the classroom contributes to what makes our school a special place both to work and to learn.

We seek to appoint Examination Invigilators to work throughout the academic year on a casual basis. Candidates must be available from early March/April – June, November and other casual times throughout the year for daily sessions of varying lengths starting either morning or afternoon.

We welcome interest from potential applicants who represent the diversity of our school and local community.

If you would like further information about the role, please contact Mrs Nora Brown, Operations Manager, at [recruitment@nhtschool.co.uk](mailto:recruitment@nhtschool.co.uk).

If you wish to apply for this post please apply through [MyNewTerm](#). The closing date is **9am on Tuesday 3 March 2026**.

**We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All staff are subject to an enhanced DBS check. A conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.**

*In line with KCSIE 2025 and guidance from The Safer Recruitment Consortium, shortlisted applicants will be subject to an online search.*

# Job Description

Role	Exam Invigilator
Hourly Pay rate	£13.26
Hours of work	Flexible during exam times

## Role Summary

To be part of the school's examination invigilators team, carrying out any/all invigilation duties required and upholding the integrity of all exams conducted by the centre.

## Key Responsibilities

1. To start, time and finish examinations
2. To ensure that examinations regulations are adhered to
3. To ensure there is no malpractice

## Duties

Key accountabilities	Key tasks
Duties & Responsibilities	<ul style="list-style-type: none"><li>• Collect the question papers and stationery from the Examinations Office</li><li>• Ensure the room has been set out adequately for the Examination</li><li>• Ensure the candidates are seated correctly with adequate space between them</li><li>• Distribute the question papers and stationery</li><li>• Ensure the general regulations are read out to the candidates prior to the start of the examination</li><li>• Mark the register once the examination is under way</li><li>• Keep a watchful eye on the candidates throughout the examination by quietly patrolling the room</li><li>• Deal with any matters that may arise during the examination, liaising with the Exams Manager where necessary</li><li>• Complete the incident form for any unusual occurrences or suspected malpractice</li><li>• Collect and check all scripts at the end of the examination, put in order and return to the Examination Manager</li></ul>
General	<ul style="list-style-type: none"><li>• Always uphold the school's PRIDE agenda</li><li>• Adhere to strict standards of confidentiality, conduct and professional behaviour</li></ul>

- Ensure compliance with GDPR, equal opportunities, health and safety and safeguarding regulations and all other relevant policies and guidance

This job description is not necessarily a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the post holder. Additional duties may be requested from time to time which are commensurate with the post.

We are committed to safeguarding and promoting the welfare of children and young people and all post-holders are expected to share this commitment.

<b>Reports to:</b>	Examinations Manager
<b>Responsible for:</b>	-

# Person Specification

	ESSENTIAL	DESIRABLE
Experience		<ul style="list-style-type: none"> <li>✓ Experience of working in a school setting</li> <li>✓ Experience of administration tasks</li> </ul>
Education/Training	<ul style="list-style-type: none"> <li>✓ Numeracy &amp; Literacy skills in order to organise examination papers, read exam regulations, produce basic reports and simple calculations</li> </ul>	
Specialist knowledge & skills	<ul style="list-style-type: none"> <li>✓ Understanding of and commitment to Equal Opportunities Policy in the school setting and how it relates to the post.</li> <li>✓ Understanding of basic principles of Customer Care</li> </ul>	<ul style="list-style-type: none"> <li>✓ Experience of reading/scribing for students in exams</li> <li>✓ Knowledge of contents of the JCQ 'Instructions for Conducting Exams' booklet</li> </ul>
Personal skills	<ul style="list-style-type: none"> <li>✓ Good organisational skills</li> <li>✓ Ability to observe and manage candidates throughout the examination to ensure there is no malpractice</li> <li>✓ Ability to keep to strict timescales</li> <li>✓ Ability to work effectively as both part of a team and as an individual</li> </ul>	
General	<ul style="list-style-type: none"> <li>✓ Excellent understanding of safeguarding guidance</li> </ul>	<ul style="list-style-type: none"> <li>✓ Commitment to ongoing personal training and development</li> </ul>

**Please use the above person specification to inform your supporting statement which should be no longer than 2 sides of A4.**

The interview panel will assess each candidate against the above criteria, expecting candidates to demonstrate knowledge and understanding of each area and showing evidence of having applied, or an awareness of how to apply, this knowledge and understanding in the context of our school.

References will also be used to assess the ability of candidates against these criteria.

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