



**Relief**

**Exam Invigilators**

**Recruitment Pack 2026**





## WELCOME

Belper School and Sixth Form Centre is a warm, inclusive and inspiring place to learn and work. We combine strong academic standards, a rich and inspirational curriculum and a caring and supportive ethos to provide the very best education we can for our wonderful students. At the heart of the school is a strong sense of belonging and shared responsibility, which gives Belper its distinctive character and underpins everything we do.

Our lively and successful school of just over 1200 students, including around 180 Sixth Formers, has proudly served the community of Belper and the surrounding villages for over 50 years. Belper is a vibrant market town in Derbyshire, on the edge of the Peak District. Situated within the Derwent Valley World Heritage Site, it is known for its creative and inclusive spirit, hosting an annual arts festival and a popular Pride event, values which closely reflect our own.

Our vision is captured in the phrase:

*“Create your future. Be who you are, become who you aspire to be.”*

Supported by our *Be Belper Values*, this vision shapes daily life in the school. We are committed to nurturing a love of learning and boundless curiosity in every student. Through our broad curriculum, rich subject content and extensive extracurricular opportunities, we inspire students to discover their interests and develop their talents. We also place great importance on building resilience, independence and self-belief so that students leave us as confident, well-rounded young people ready to make a positive contribution to their communities and the wider world.

We have a distinctive ethos that is reflected in the unique ways we build mutual respect and trust across the school. Belper is a non-uniform school, and students address staff by their first names. This is a deliberate and important part of our culture which helps foster positive relationships and ensures every child feels known, valued and respected. While we value academic achievement highly, we also see it as our duty to develop responsible, compassionate and respectful citizens.

Visitors often comment on the calm, positive and purposeful atmosphere around the school, and we are incredibly proud of our students, who are consistently kind, polite and engaged in their learning. As Ofsted noted in May 2025, *“There is a calm and productive atmosphere around school. Staff have high expectations of pupils’ behaviour and conduct. Pupils are trusted to behave well, and they do.”*

We know that to provide the very best education, we must recruit, retain and invest in exceptional staff. Staff wellbeing is a genuine priority and is closely linked to our high levels of retention. We are proud that Ofsted’s May 2025 inspection recognised the positive culture we have built:

*“Staff are proud to work at the school. They appreciate leaders’ consideration of their work-life balance. They feel well led and managed”*

Thank you for your interest in Belper School and Sixth Form Centre. We hope this gives you a sense of the warm, supportive and inspiring community we have created, and we look forward to welcoming colleagues who share our values and ambition for young people.

**Mrs Matilde Warden BSc (Hons) NPQH**  
*Headteacher*



## **THE ROLE**

Belper school and Sixth Form Centre are looking to expand their team of Invigilators who are responsible for invigilating both internal and external examinations. The position is ideally suited to responsible, punctual, calm, organised approachable individuals. The details of scheduled examinations are issued to Invigilators prior to each set of examinations allowing Invigilators the opportunity to register their interest in specific dates and hours giving them the flexibility to work around their other commitments. Hours are then allocated based on availability and staffing requirements. Successful candidates will receive full training.

If this post is of interest, you please read the Person Specification and Role Description on pages 3-7 of this Recruitment Pack.

*Belper School and Sixth Form Centre is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. As this post involves regulated activity, references and online searches will be conducted for shortlisted candidates, successful appointments are subject to an enhanced Disclosure and Barring Service check and relevant recruitment checks that comply with guidance in the most recent version of Keeping Children Safe in Education. We are committed to equality of opportunity in employment and services.*

## **APPLICATION PROCESS**

**Closing date:** Midnight, Sunday 8 March 2026

**Role Type:** Relief

**Interviews:** Provisionally 18 March 2026

**Start date:** As soon as possible following closing date

Applications can be made online via the `Apply Now` button on My New Term.  
<https://www.belperschool.co.uk/our-school/staff/>

All Candidates must be able to provide evidence of their Right to Work in the UK prior to commencement of employment. As part of our need to comply with UK immigration rules, you will be required to provide Home Office stipulated documentation at the point of interview.

<b>Post title:</b>	Exam Invigilator
<b>Grade:</b>	Grade 4 - £12.85 per hour
<b>Job Family:</b>	Business and Public Services
<b>Responsible to:</b>	Examinations Officer
<b>Hours of work:</b>	This is a relief post: when required to work, the shift will usually be from 8.30 for 2 to 3 hours; or from 12.30 for 2 to 3 hours
<b>Weeks of contract:</b>	This is a relief post: when required to work this will usually be during school term time Exam invigilators will be required to confirm their availability in advance of the main exam periods
<b>Flexible working:</b>	Exam invigilators will be able to indicate their availability including specific days or weeks, for example mornings only or afternoons only or certain days of the week. Exam invigilators will need to be available for most weeks during the main exam periods

## Role Description

### Purpose of the Post

- To invigilate internal and external school examinations in accordance with the Joint Council for Qualifications (JCQ) regulations and the school's procedures
- To be a member of the examinations team working to ensure that exams are conducted to an exemplary standard at the school, having a key role in upholding the integrity and security of the examination process
- To be a member of the school team working to provide a safe, calm, reassuring and supportive environment for candidates at this stressful time in their school career

### Key Tasks and Responsibilities

1. To report to the Exams Office at least 30 minutes prior to the start of the examination session to be covered

2. To prepare the examination room(s) according to the Examinations Officer's instructions and to a seating plan provided by the Examinations Office and to ensure all necessary materials and equipment are in place
3. To keep confidential exam question papers and materials secure before, during and after examinations
4. To ensure that the examination is conducted according to the regulations laid down by the Joint Council for Qualifications and the school's procedures
5. To supervise and observe students at all times and remain constantly vigilant; no other tasks being undertaken during the exam
6. To keep disruption in the exam room to a minimum; to respond promptly and safely to issues that may arise, carefully following school procedures and ensuring compliance with regulations; and to report/record any incidents, disruptions or irregularities
7. To undertake other exam invigilator duties as requested including centre supervision of exam timetable clashes between exam sessions; acting as roving invigilator to monitor one to one where an invigilator is reader or scribe; facilitating access arrangements for candidates for example as reader or scribe; and other exams-related tasks
8. To read and keep up-to-date with the information provided including relevant regulations and guidelines as provided by the Joint Council for Qualifications and to undertake any training provided to be conversant with current procedures and any new developments in exam board procedures
9. To employ a flexible approach to duties as circumstances require
10. To carry out any other duties which may be required by the Examinations Officer or Headteacher, which are commensurate with the responsibility and grading of the post

**Line management or supervisory responsibilities (if applicable)**

- None but may be required to assist in basic training or induction of new colleagues

**Supervision received (if applicable)**

- Line manager is the Examinations Officer

**Corporate Responsibilities**

- To be aware of and comply with school policies and procedures

- To work towards the school vision and in support of the school's ethos and aspirations
- To comply with the school Code of Conduct
- To comply with health and safety policies and procedures
- To maintain confidentiality and observe data protection and associated guidelines
- To receive safeguarding training and comply with school policies and procedures
- To carry out the duties and responsibilities of the post in compliance with the Equalities Act and the school's equal opportunities policies
- To act with honesty and integrity and in accordance with the school's financial regulations
- To act appropriately and professionally, and to treat others with courtesy, respect and consideration

## Person Specification

**A – application form R- references I – interview**

Knowledge and Skills	Essential / Desirable	Evidence
<ul style="list-style-type: none"> <li>• Good communication and effective interpersonal skills</li> </ul>	<b>E</b>	<b>ARI</b>
<ul style="list-style-type: none"> <li>• Knowledge and understanding of the role and duties of an invigilator (full training will be given)</li> </ul>	<b>E</b>	<b>ARI</b>
<ul style="list-style-type: none"> <li>• Ability to follow procedure meticulously and carefully and to work to predetermined instructions</li> </ul>	<b>E</b>	<b>ARI</b>
<ul style="list-style-type: none"> <li>• Judgement to know when to request further advice and guidance</li> </ul>	<b>E</b>	<b>ARI</b>
<ul style="list-style-type: none"> <li>• Knowledge of the importance of confidentiality, time-keeping, procedure and security to the conduct of examinations</li> </ul>	<b>D</b>	<b>ARI</b>
<ul style="list-style-type: none"> <li>• Experience of working in an environment with young people</li> </ul>	<b>D</b>	<b>ARI</b>
<ul style="list-style-type: none"> <li>• Experience of working as an exam invigilator</li> </ul>	<b>E</b>	<b>ARI</b>
<ul style="list-style-type: none"> <li>• Basic IT skills</li> </ul>	<b>E</b>	<b>ARI</b>
<ul style="list-style-type: none"> <li>• Ability to work co-operatively and flexibly as part of a team</li> </ul>		

Personal Qualities	Essential / Desirable	Evidence
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<ul style="list-style-type: none"> <li>• Readily available during the main exam periods</li> <li>• Reliable and punctual, able to commit to sessions in advance</li> <li>• Able to remain calm in all situations and to respond appropriately and in accordance with procedures to situations that may arise</li> <li>• Able to be a confident and reassuring presence for students in the examination room, firm but fair</li> <li>• Able to give clear instructions and manage situations involving different groups of people</li> <li>• Integrity, showing trustworthiness</li> <li>• Patient, tactful and approachable</li> <li>• Takes care and pride in all tasks given, particularly accuracy and detail</li> <li>• Fosters good relationships</li> </ul>	E	ARI
	E	ARI

Qualifications	Essential / Desirable	Evidence
<ul style="list-style-type: none"> <li>• Grade 4 (C) or above in GCSE Maths or equivalent</li> <li>• Grade 4 (C) or above in GCSE English or equivalent</li> </ul>	D D	ARI ARI

Corporate Competencies	Essential / Desirable	Evidence
<ul style="list-style-type: none"> <li>• General knowledge and understanding of the requirements of a school environment</li> <li>• Ability to relate to students aged 11 to 18</li> <li>• Punctuality and reliability</li> <li>• Understanding of the importance of safeguarding and the welfare of children, and a commitment to remaining up to date with requirements of the role in this area</li> <li>• Understanding of the importance of financial rules and procedures and a commitment to remaining up to date with the requirements of the role in this area</li> <li>• Understanding of the importance of health and safety rules and procedures and a commitment to remaining up to date with the requirements of the role in this area</li> <li>• Understanding of the importance of Equalities Act requirements and a commitment to remaining up to date with the requirements of the role in this area</li> </ul>	E	ARI
	E	ARI

<ul style="list-style-type: none"><li>• Understanding of the need for confidentiality and knowledge of data protection principles</li></ul>	<b>E</b>	<b>ARI</b>
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