



Recruitment Pack

Position:
Exam Invigilator



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Letter from the Headteacher

Dear applicant,

Thank you for showing an interest in this post and for considering Ridgewood School for the next stage of your career.

The school's values of respect, responsibility and resilience permeate all aspects of school life and are central to our work at Ridgewood. I am extremely proud of our school and the high quality education we provide. We insist on high standards of conduct from all our students and we expect them to behave impeccably: treating each other, our staff and visitors with kindness and respect. I have found Ridgewood School to be the most rewarding place to work. The staff, students and wider community have been incredible to work with and I am confident that the successful candidate will receive the same warm welcome.

Never has there been a better time to join us. We are in the early stages of planning a multi-million-pound new build that will ensure that the staff and students benefit from 21st Century resources. We are regularly oversubscribed in Year 7 and our Post-16 provision is thriving. For an informal conversation with me about the school or the role, or for a visit, please use the 'Contact Us' facility on our website.

Yours faithfully,

Andy Peirson

Headteacher
Ridgewood School

Values and Ethos

Our Values

We educate the whole child. Ridgewood School seeks to provide all its students with the opportunities and support which enable them to achieve and exceed their potential, not only in terms of academic achievement, but as a valuable member of the school community, and of the wider society beyond.

Ethos and Aims

- To raise the aspirations of students so they desire to achieve and exceed targets set for them, both within and beyond the classroom.
- To engender a sense of collaborative purpose, so students and staff work together to achieve their best.
- To care for students as individuals and to respect their talents, aspirations, strengths and unique qualities.
- To provide opportunities for students to be engaged, interested and challenged by what they do and learn, every day.
- To continually strive for improvement in all areas, through hard work, resilience and determination.



Our Values

We're proud of our high standards, exciting progress and strong values.



When we are kind to each other, everyone thrives.



When we take accountability for our actions, we can be proud of our achievements.



When we stay positive and try hard, we will achieve our goals.

Prepare for the road ahead.

What makes Ridgewood School special?

Staff and students at Ridgewood work hard every day to embody the school's core values: **Respect, Responsibility and Resilience**. We are enjoying a trajectory of continued success and look forward to welcoming a successful applicant who can join us on our journey. We became a standalone academy in 2011, and we are incredibly proud of the progress we have made as a school, having laid strong foundations for further improvement going forward.

Our school motto, **'Prepare for the road ahead'**, represents our belief in preparing our staff and students for their future. We exemplify our motto not only in terms of academic achievement, but also in terms of the training, enrichment and experiences which make us all model citizens. Our school values underpin what we do and contribute to our ethos in everything we undertake as a school community. We set our standards high and do not compromise, because we believe in the best for everyone.



Our Curriculum

Our academic curriculum aims to offer students of all abilities and talents an opportunity to develop their knowledge and skills across a wide variety of subjects. We are committed to providing a curriculum which is challenging yet accessible, and which fosters a love of learning, as well as enabling students to achieve success in exams and assessments. Students follow a two-week timetable in order to maximise learning time. We regularly review our curriculum, to ensure that the needs of all our students are being met. More details of each subject can be found on our website.

Job Description

Post Title: Exam Invigilator

Salary: £13.05 per hour

Hours: By negotiation during May, June, July and anytime throughout the year the Academy requires.

Responsible to: Exams Officer

Purpose of the post:

To support the Exams Officer with the day-to-day operation of examination venues.

Main duties and responsibilities:

MAIN RESPONSIBILITIES:

- 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.
- Assisting with setting-up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures.
- Assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues.
- Ensuring that candidates do not talk or attempt to communicate with any other students once inside examination venues.
- Ensuring that candidates do not have any unauthorised items with them in the examination venue.
- To log any incidents as required
- Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures.
- Checking attendance during examinations.
- Recording details of late arrivals.
- Escorting candidates from venues during the examinations as required, and supervising candidates whilst outside examination venues.
- Collecting and collating scripts at the end of the examination in accordance with strict procedures.
- Assisting with the preparation of script envelopes.
- 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.
- In the event of any disturbance to an exam contact should be made to the Examinations Officer and another invigilator note the time in the incident book in the exam room as a report may be sent to the exam board.
- To assist SEND students as directed.
- To follow JCQ regulations and attend any training/update meetings as required

HOURS REQUIRED

- Examinations and Mock Examinations take place during varying periods each and the length of sessions can vary. The successful applicant must be available during the Summer examination season which runs during May and June. The number of hours and weeks when work is available will vary according to the exam timetable.

MISCELLANEOUS

- To have a good command of written and spoken English.
- To be confident and able to communicate with staff and Students.
- To be a good team member and have the ability to work on own initiative.
- To be flexible.
- Hold positive values and attitudes and adopt high standards of professional conduct.
- To be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- To co-operate with the employer on all issues to do with Health, Safety and Welfare.
- These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the postholder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.
- Undertake such other duties that may from time to time be reasonably requested.
- To undertake appropriate training as required, in order to be able to undertake the duties and responsibilities that are required.
- Treat all aspects of the role with the strictest confidentiality.

All posts at the academy are subject to a six-month probationary period. Confirmation of the position is subject to satisfactory completion of this period.

Person Specification

ATTRIBUTES/ REQUIREMENTS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EDUCATION, QUALIFICATIONS AND VOCATIONAL TRAINING	<ul style="list-style-type: none"> Willingness and ability to obtain and/or enhance qualifications and training for development in the post 		Application
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> Experience of working as part of a team 	<ul style="list-style-type: none"> Successful experience in working with young people Experience working in a busy school or college environment Experience of invigilating examinations 	Application Interview References
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> High levels of literacy Able to work in and adapt to a fast-paced, changing environment Ability to handle confidential information Able to work collaboratively with others Able to communicate clearly and confidently using a range of channels Self-motivated with the ability to work with minimal supervision Excellent organisational skills Excellent communication and interpersonal skills 	<ul style="list-style-type: none"> Knowledge of Word and Excel and other office programs Knowledge and understanding of the examination system in England 	Application Interview References
PERSONAL CHARACTERISTICS	<ul style="list-style-type: none"> Demonstrates a positive attitude, professionalism, passion, energy and a willingness to support all customers and stakeholders Demonstrate integrity, fairness and consistency in all working practices Ability to be flexible A supportive and empathetic approach to students 		Application Interview References
<p>The post is subject to a satisfactory record check being undertaken by the Disclosure & Barring Service</p>			

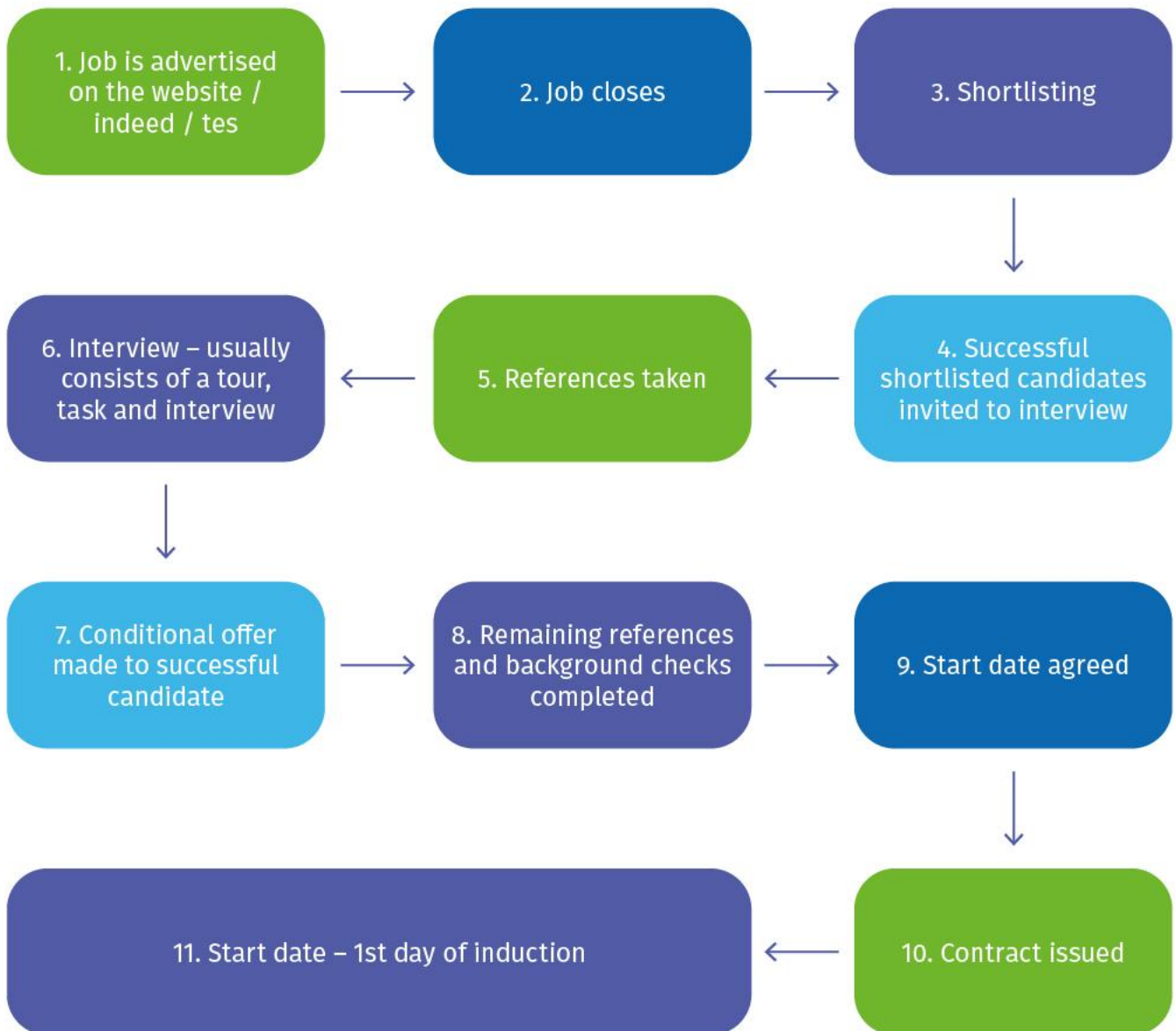
Development Opportunities

At Ridgewood, we are committed to offering our staff every opportunity to become the best they can be. Our evidence-based training packages, for staff at all stages of their career, are second to none. In addition to our whole school and departmental training, we also offer a personalised coaching programme, NPQs and bespoke CPD, relevant to the person's role. CPD at Ridgewood is varied and matched to the needs of our staff, both teaching and associate. Our innovative, research-led Disciplined Inquiry is a key driver in providing the best teaching and learning for our students, as our teachers engage in evidence-informed practice of their choice.

At Ridgewood, we also value a variety of forms of CPD. Training, coaching, shadowing of roles and one-to-one support are key development opportunities to support our team to develop effectively in their roles, and to understand how to make the next step in their career. In 2025, we received the Teacher Development Trust Gold Award, demonstrating our commitment and passion to providing excellent, evidence-based CPD for all teaching and associate staff. We are currently working with the Chartered College of Teaching as part of a pilot to achieve their Research Mark award, which recognises excellent commitment to evidence-informed professional development.



Our Recruitment Process



Job Advert

Post: Exam Invigilator – Casual contract

Salary: £13.94 per hour

To start: As soon as possible after appointment

What makes Ridgewood School special?

At Ridgewood School we are extremely proud of our school and the high quality of education that we provide, including our popular and highly successful Sixth Form. Our school motto, 'Prepare for the road ahead,' represents our belief in preparing our students for their future, not only in terms of academic achievement, but also in terms of the training, enrichment and experiences which will enable them to become model citizens and responsible members of the community. Our school values: Respect-Responsibility-Resilience, underpin what we do every day and contribute to our ethos in everything we undertake as a school community. In our most recent Ofsted, we achieved an Ofsted 'Good' rating in all categories, we are committed to this trajectory of success for our students as we aspire to move from 'Good to Great.' As part of this journey, in July 2023, we joined Leger Education Trust and look forward to collaborating with other schools within the trust to develop both our students and staff and be the very best that we can be.

We are looking to appoint enthusiastic and committed exam invigilators who are flexible and reliable. To support the Exams Officer with the day-to-day operation of examination venues.

If you are seeking a dynamic, innovative and caring school, dedicated to the development of staff and our students' success, Ridgewood is the school for you.

You can apply for this role by following the link below

<https://mynewterm.com/jobs/137603/EDV-2026-RS-38737>

We strongly encourage visits from potential candidates – please contact the school to arrange this.

The closing date for this post is 9am on Tuesday 12 May 2026.

Ridgewood School reserve the right to close this advert prior to the closing date above.


The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check. The school operates a no smoking policy.

Ridgewood School
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RIDGEWOOD
SCHOOL



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 www.ridgewoodschool.co.uk