



Stour Vale Academy Trust

REDHILL SCHOOL



CANDIDATE INFORMATION PACK

Examination Invigilator

ABOUT OUR SCHOOL

KEY FACTS AND STATISTICS

Type of School	Academy (Member of Stour Vale Academy Trust)
Location	Stourbridge, West Midlands
Age Range	11–16 years
Gender	Co-educational
Headteacher	Mr J Clayton
Number of students	1,214
Number of teaching staff	69.1 (FTE)
Date school established	1976
Budget	£9.5m
Pupil Premium	25%
% of students with SEN in the school	15%
% of students on free school meals	25%

ACADEMIC ACHIEVEMENTS

GCSE Results 2025	<p>Attainment 8—Whole School 47.54%</p> <p>Progress 8—Whole School 0.22 (2024)</p> <p>Basics Standard (English and Maths 9-4) - Whole School 71.2%</p> <p>Basics Good (English and Maths 9-5) - Whole School 53.1%</p> <p>E Bacc (4+) - Whole School 47.3%</p> <p>E Bacc (5+) - Whole School 33.3%</p> <p>Data used from SISRA Analytics Collaborative Data 2025</p>
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Message from the Headteacher



Dear Candidate,

Thank you for showing an interest in joining our wonderful school. Redhill School is a fantastic place to work . We are a school which places care and support at the heart of what we do. If you are successful, you will play a significant role in enhancing the exceptional support our school offers the children of Stourbridge.

Over the past 5 years we have increased in size, taking in additional students to meet the demand of the local community. We now have over 1200 students across years 7 -11. We are ambitious and have high aspirations for our school. We aim to provide the best opportunities for all members of our school community. Our campus is well maintained and well resourced. We take great pride in all aspects of our school. Our children and staff deserve the best.

We are a school where children flourish in all aspects of their school life. We place a high importance on wellbeing. Our staff are supported with additional time for family events and appointments.

If this role is of interest to you and you would welcome further information then please contact us and we will answer any questions you have.

I look forward to hearing from you,

Best wishes

Jamie Clayton

Headteacher

About our School

Redhill School continues to provide an excellent all round education for our students. Our 'Commitment to Excellence' shines through in all of our work, with our success being built upon the high quality of our teaching and excellent pastoral support. The comments in the last school OFSTED report, which recognised the impact of the outstanding provision within the curriculum for care, guidance and support, are still true today. Since this inspection the school has not in any sense stood still but has built upon its strengths to demonstrate that it is fully committed to continuous improvement to meet the new challenges.

If you aspire to make an impact on the lives of the students in our care, Redhill offers you a wonderful professional opportunity to work alongside an excellent team of staff. We are fully committed to ensuring that our school is a place of learning where people are happy, healthy and successful.

Redhill serves the town of Stourbridge with the current pupil numbers on roll being 1232. We have recently expanded our PAN to ensure we can meet the demand for places.

Stourbridge is on the edge of the West Midlands conurbation with easy access to Birmingham, the Black Country, North Worcestershire and the motorway network. It is an educationally rich area with successful primary and secondary schools and Sixth Form Colleges.

Redhill School is popular with parents, being oversubscribed each year, and achieves excellent GCSE results. The school's appeal is based in its strengths in core subjects, modern foreign languages and its strong tradition in other areas such as sport, music and drama.

The school has benefited from a number of developments in the last few years, with new build science, language and sports facilities, the latter in partnership with the Football Association, and a complete refresh of ICT equipment. In 2018 we were successful in two CIF bids and the school estate and facilities have been well managed and are of high quality.

Redhill School is a great place to come to work. We have a full induction programme for new staff, who meet together regularly both formally and informally. The culture of challenge and support is shared not only with our pupils but with staff as well. New staff will often be given a peer mentor to support them in their first year.

Safeguarding

Redhill School is committed to safe working practices and safeguarding for children. Applicants will be required to complete pre-employment checks on suitability for working in a school. We also promote equal opportunities for all.

**To view Redhill School's Child Protection
Policy please follow this link:**

<https://www.redhill.dudley.sch.uk/policies>

JOB DESCRIPTION

Job Title: Examination Invigilator

Contract: Casual

Salary: £12.85 per hour

Responsible to: Examination/Data Manager

Purpose

The purpose of this role is to ensure that candidates have an equal, safe and secure environment in which to sit their examinations in accordance with the Joint Council for Qualifications guidelines for conducting examinations. You may be asked to invigilate on your own or as part of a team.

Main Duties and Responsibilities

- To supervise candidates entry into the examination room
- To direct candidates to their designated seat
- To make sure candidates are aware that they are under examination conditions
- To open and distribute exam papers to candidates
- To start an examination and read out any erratum notices
- To complete an attendance register
- To make sure that candidates are aware of the start and finish time of the examination
- To ensure that the examination regulations laid down by the Examination Boards & Joint Council are observed
- To be vigilant, but not intrusive throughout the period of the examination
- To distribute additional paper/equipment as required
- To finish an examination
- To collect exam papers and exam scripts at the end of the examination
- To supervise the orderly exit of candidates from the examination room
- To support the packaging of exam scripts ready for collection
- To ensure exam stationary is returned to a secure area at the end of an examination

The Invigilator's Role

The Joint Council for Qualifications (JCQ) has an instructions document for conducting examinations. The JCQ document describes the role of an invigilator and this is listed below:

An invigilator is the person in the examination room responsible for conducting the exam. They have "a key role in upholding the integrity of the external examination/assessment process".

Invigilators should:

- Ensure all candidates have an equal opportunity to demonstrate their abilities
- Ensure the security of the examination beforehand, during and afterwards
- Prevent possible candidate malpractice
- Prevent possible administrative failures

Invigilators must be familiar with the instructions outlined by the JCQ. They must give their full attention to conducting the exam properly and inform the Exams Manager if they have any concerns about the exam process.

Invigilator: access arrangements

Candidates who require adult support on a one-to-one basis may need to sit their exam separately to other candidates. The role of invigilator can be combined with the role of prompter, reader and/or scribe. Where a candidate is accommodated separately, an independent invigilator is needed if the candidate requires:

- An oral language modifier (must have a Level 3 qualification)
- A practical assistant
- A reader
- A sign language interpreter
- Scribe/speech recognition technology

Full training for the role will be given to successful applicants. Applicants would need to be available to work in January, February, May, June and July.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for all employees and volunteers. We are a no smoking site.

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.

This job description may be amended at any time following discussion between the Head teacher and member of staff, to be reviewed annually.

PERSON SPECIFICATION

Criteria	Standard
Experience	<ul style="list-style-type: none">• Experience of working within a school would be desirable.• Experience of the educational system would be desirable.• Experience of working with young people would be desirable.
Qualifications	<ul style="list-style-type: none">• Good literacy / numeracy skills (minimum Level 2 qualification in English for Reader/Scribe position)• Familiar with the JCQ instructions for conducting examinations would be desirable.• Good general level of education.
Knowledge /Skills	<ul style="list-style-type: none">• Articulate, with good comprehension skills.• The ability to work constructively as part of a team.• The ability to be proactive and work independently• Strong inter-personal skills.• The ability to relate well to children and adults.
Personal Style and Behaviours	<ul style="list-style-type: none">• Innovative with an abundance of common sense.• Confident and authoritative.• Organized and efficient.• Reliable and punctual.• Polite and friendly with a flexible approach to work.• Calm and professional.• Good standard of English and spoken voice.



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www.redhill.dudley.sch.uk

www.svat.org.uk

For an informal discussion or a tour of the school please contact:

Mrs Eliabeth Dadge, Examination and Data Manager

edadge@redhill.dudley.sch.uk or call 01384 986351

Please apply through My New Term on the school website

CLOSING DATE: Wednesday 11 February 2026 (9am)

INTERVIEWS: week commencing 23 February 2026

All candidates are subject to safer recruitment procedures.

Stour Vale Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will carry out pre-appointment checks including DBS and will disqualify any applicant where we consider the outcomes to be unsatisfactory. This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974.

We are equally committed to ensuring that no applicant will be disadvantaged or discriminated against because of their protected characteristics under the Equality Act 2010.

NB. We reserve the right to close vacancies prior to the advertised closing date should a large number of applications be received.