



Working at Lawrence Sheriff School



EXAMINATIONS INVIGILATOR

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Various hours during exam seasons

Part time - Casual

Pay: £12.71 per hour (equivalent to Scale B, point 2 - £24,522 FTE) (pay award pending)

Required from January 2026

'This school is a truly special place. Pupils flourish here' Ofsted March 2022.

Is your perception that, as a boys' grammar school, we will be overly traditional and elitist? Think again! If you want to become part of a calm and happy school community then Lawrence Sheriff may well be the place for you!

Lawrence Sheriff School is an outstanding boys' grammar school of approximately 1200 students, around 450 of whom are in our coeducational sixth form. As a National Teaching School, we have played a significant role in initial teacher training and continuous professional development across the region. Our Teaching School Hub status also enables us to offer all staff varied and interesting opportunities to enhance their practice.

We are looking to recruit Exam Invigilators to join our existing team at Lawrence Sheriff School to provide support in delivery of examinations.

Invigilators may be required to be one of a team invigilating an exam with a large number of candidates, or to be a sole invigilator for an exam with fewer than 30 candidates for which full training will be provided. Invigilators will not be required to have sole charge of an exam until they have gained some practical experience.

The majority of the work will be in May and June but there will be requirement for invigilation at other times, mainly in November and February/March.

The hours offered in general are for mornings 8.15 am for 9.00 am exam start and for afternoons 12.45 pm for 1.30 pm start. Exam sessions last approximately between 1 and 3 hours, but invigilators may be required for up to 4 hours for students entitled to extra time.

For further information please contact the Personnel department: Tel: 01788 843700, Email: recruitment@lawrencesheriffschool.com

Closing date for applications:

09.00 am on Monday 21 September 2026

*Lawrence Sheriff School is committed to safeguarding and promoting the welfare of children.
The successful applicant will be required to undertake an Enhanced DBS check.*



EXAMINATIONS INVIGILATOR

JOB DESCRIPTION

Line Manager: Examinations Officer

Salary: £12.71 per hour (equivalent to Scale B, point 2 - £24,522 FTE) (pay award pending)

Hours of work: Various hours during exam seasons - November, February/March, April, May and June

Morning sessions: arrival time 8.15 am for 9.00 am start

Afternoon sessions: arrival time 12:45 pm for 1.30 pm start

The exams should last no longer than 3 hours but invigilators may be required for up to 4 hours for students entitled to extra time

Post Objectives

To provide support in delivery of examinations.

Note: This is a broad description of the types of duties/activities expected at this level, for illustrative purposes. This is not intended to provide an exhaustive list of duties.

Safeguarding and Confidentiality

All members of staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the school which support safeguarding and must act in accordance with the school's Child Protection and Safeguarding Policy and Staff Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

All staff are required to obtain an Enhanced Disclosure and Barring Service check (DBS check) on appointment and will undergo induction and child protection training, with regular updating.

Key responsibilities

1. Responsibilities

Main Duties

The tasks of an invigilator shall include, but not be limited to:

- Attending annual invigilator and Safeguarding training
- Setting out candidate cards
- Distributing stationery, answer booklets etc. to candidates' desks
- Admitting and seating candidates
- Checking candidates have complied with JCQ regulations by handing in bags, mobile phones etc.
- Checking for and notifying the Exams Officer of absentees



- Opening and distributing exam papers
- Briefing candidates on exam requirements, instructions and timings
- Completing the attendance register
- Managing any candidates' special requirements (e.g. extra time), as detailed by the Exams Officer
- Maintaining a vigilant watch over the exam room throughout the exam by walking quietly around. You will not be able to sit and undertake any other tasks during invigilation
- Escorting candidates to the toilet and dealing with any sudden sickness
- Collecting answer booklets in order at the end of an exam and bringing them to the Exam Office
- Playing an audio file, possibly in a foreign language to candidates (no knowledge of the language is required)

General

- Attend required meetings and training sessions
 - Support safeguarding and child protection measures and promote the welfare of students
 - Follow school policies, practices and procedures
 - Ensure that all duties and services provided are in accordance with the school's Equal Opportunities Policy
 - Undertake any other duties commensurate with the post, as directed by the Headteacher
2. Complete all tasks to the highest possible standard
 3. Be punctual and discreet
 4. Have the ability to work on own initiative
 5. Report any issues or incidents to your appropriate supervisor
 6. Undertake any other duties/reasonable tasks that are within the spirit and the scope of the job purpose and its grading and as directed by the Headteacher
 7. Maintain confidentiality regarding matters relating to staff, students and other information related to the operation of the school

The above list is not a definitive guide to the duties associated with the post. The post holder will have the opportunity to develop the role and take on new challenges and is suitable for someone looking to develop their career within a busy school environment.



EXAMINATIONS INVIGILATOR PERSON SPECIFICATION

	<u>Essential</u>	<u>Desirable</u>
Qualification	No formal qualifications are required	
Experience		Experience of working in a school setting or with young people. Previous experience in invigilating exams
Skills and aptitudes	Able to work independently and as part of a team Good communications skills	
Personal qualities	Reliable Flexible Organised Confident Assertive Able to stand/walk around for long periods of time	





**Lawrence Sheriff School opens doors
for both students and staff.**

Why not join us?



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