



Sutton Coldfield Grammar School for Girls

Application Pack for Examination Invigilator

Start date: **May 2026**

Closing date for applications: **9.00 am on Thursday 16th April 2026**

Interviews to be held: **Tuesday 21st April 2026**

Casual Post, Variable Hours

Salary: £13.44 per hour, plus holiday pay (£1.62 per hour worked)

Jockey Road, Sutton Coldfield, West Midlands, B73 5PT

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Dear colleague

Thank you for your interest in this post. We are looking to appoint well organised team players with excellent communication skills to join our regular team of invigilators for internal and external examinations. Responsibilities will include preparing rooms prior to examinations and supervising students during examinations.

The hours worked each week will vary by prior agreement. The post would suit someone looking for part-time hours at certain times of the year; our main examinations periods are May to June and November to December, with additional sessions available at a variety of times in the year. The length of an individual session varies, depending on the subject being examined and whether candidates require extra time. Good availability and flexibility are paramount. Morning sessions start at 8.30 am, with the examinations beginning at 9.00 am. Afternoon sessions start at 1.00 pm, with examinations starting at 1.30 pm. These times may vary dependent upon the number of students attending the examination. Applications are encouraged from people with experience of invigilation, but training will be provided before starting to invigilate exams.

Successful applicants will be required to complete a disclosure check through the Disclosure and Barring Service (DBS) and, to prevent disclosures expiring between periods of work, subscribe to the DBS Update Service (further information on this [can be found here](#)). The cost for both the DBS check and subscription to the update service will be covered by the school.

On joining Sutton Girls, you will become part of a vibrant learning community full of engaged and enthusiastic students, dedicated and supportive colleagues working together in an inspirational environment. Ranked as one of the top 50 best state secondary schools nationally by the Sunday Times Parent Power Survey, we are proud of the educational experience we provide for our students and the enriching workplace we provide for teachers, leaders and support staff. A culture of continuous reflection and development is embedded across the whole school as we seek to constantly build on our existing high standards.

We provide a broad range of extra and super curricular activities that enable students to develop their existing skills, discover new interests, broaden their horizons and consider aspirational choices for their futures. This ever-expanding enrichment offer provides students with numerous opportunities to enhance their learning throughout their time at Sutton Girls. There are sporting fixtures, music and drama performances, DofE, various student-led lunchtime clubs and many residential trips, including Whitemoor Lakes, London, Paris, CERN, and an annual ski trip to Canada. We support staff and students who wish to add to our enrichment offer as we continue to enhance our provision.

This link to our [Spring 1 newsletter](#) gives you a flavour of what has been happening in school recently. Having joined the school in September 2017, I can testify to the fantastic support offered to new staff both in terms of the formal induction programme and the daily informal help readily offered by colleagues.

Thank you for taking the time to consider Sutton Coldfield Grammar School for Girls, we look forward to receiving your application.

Yours sincerely,



Dr B. Minards
Headteacher



Job Description

Sutton Coldfield Grammar School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

Responsible to: Data Manager and Examinations Officer

Job Purpose:

- To provide support to the examinations process within school

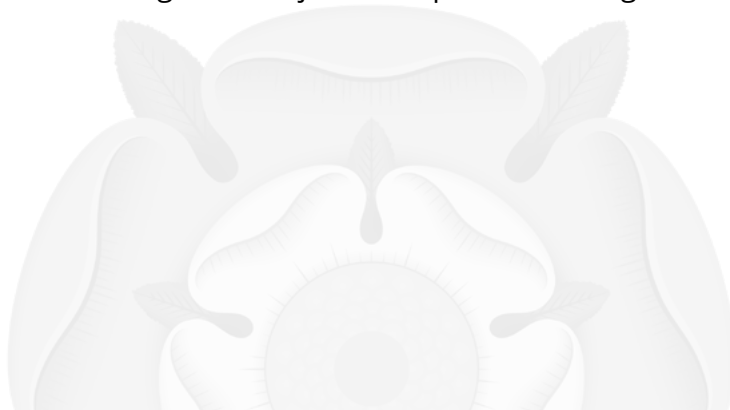
Duties and Responsibilities:

In accordance with the examination rules and procedures:

- Assist with the setting-up of examinations rooms by laying out stationery, equipment and examination papers.
- Ensure examination signage is put up and taken down at the start/end of examinations in with strict procedures.
- Assist candidates prior to the start of the examinations by directing them to their seats and advising them about possessions permitted in examination rooms.
- Escort candidates during the examinations as required and supervise candidates whilst outside examination rooms.
- Have high expectations of behaviour and ensure that candidates do not talk once inside examination rooms.
- Have responsibility for the correct identification and registration of candidates and attend to late or unregistered candidates efficiently, with minimum fuss and disruption.
- Be responsible for opening papers and authorised materials and distribute these to candidates.
- Invigilate during examinations, dealing with queries raised by candidates and with examination irregularities, responding to queries regarding insufficient or incorrect paperwork.
- Collect and collate scripts at the end of the examination.
- Supervise candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the examinations room without authorisation.
- Ensure candidates leave the examination room in an orderly and quiet manner.
- Alert the Lead Invigilator/Examinations Officer in the event of candidates raising concerns in respect of an examination paper where a professional judgement may be required, or instances of suspected malpractice.
- Supervise candidates in the event of an emergency evacuation, ensuring that examination regulations are strictly adhered to. Supervise the safe re-entry to examination venues when told it is safe to do so and as instructed.
- Be committed to safeguarding and promoting the welfare of children and young people.

General:

- Promote the agreed vision and aims of the school and set an example of personal integrity and professionalism.
- As a term of your employment, you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.
- This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Manager in consultation with the post holder. In these circumstances, it will be the aim to reach agreement on reasonable changes, but if agreement is not possible, management reserves the right to make changes to the job description following consultation.



Person Specification

	Essential Criteria	Desirable Criteria
Qualifications & Experience	<ul style="list-style-type: none"> • Good general education including GCSE (or equivalent) Maths and English • Experience working in a role requiring attention to detail and accuracy. • Experience working with young people or in an education environment. 	<ul style="list-style-type: none"> • Previous experience in a school or college setting. • Experience supervising groups of students or young people.
Knowledge and Skills	<ul style="list-style-type: none"> • Ability to follow strict procedures and regulatory requirements precisely. • Strong organisational skills, including the ability to set up rooms and manage resources efficiently. • Ability to maintain a calm, authoritative presence in a formal environment. • Clear and confident communication skills, both verbal and written. • Ability to manage behaviour in a firm, fair and consistent manner. • Ability to remain alert and observant for extended periods. • Ability to work effectively as part of a team and take direction. 	<ul style="list-style-type: none"> • Understanding of safeguarding procedures within schools.
Personal Qualities	<ul style="list-style-type: none"> • High levels of integrity, reliability and professionalism. • A calm, patient and reassuring manner. • Confidence in dealing with unexpected situations or irregularities. • Commitment to safeguarding and promoting the welfare of children and young people. • Punctuality and excellent timekeeping. • Ability to always maintain confidentiality. 	<ul style="list-style-type: none"> • Confidence in addressing large groups of students. • Ability to adapt quickly to changes in examination arrangements or rooming.
Other	<ul style="list-style-type: none"> • Committed to safeguarding and promoting the welfare of children and young people. • Willingness to undertake training related to examinations regulations and school procedures. • Ability to work flexible hours during examination periods. 	

How to apply

In order to apply for this post, please complete the online application on [MyNewTerm](#). The Personal Statement section gives you the opportunity to detail other relevant experiences, interests and skills. In this section please:

1. State your reasons for applying for this post.
2. Outline the experiences that you believe have prepared you for this post.
3. Describe the skills and strengths that you will bring to the school.

Please note that the application form must be completed in full. It is not sufficient to substitute a C.V. for all or any part of the form. If you require clarification on any matters regarding this vacancy, please email recruitment@suttcold.bham.sch.uk, and a member of our HR team will contact you.

Deadline for Applications: 9.00 am on Thursday 16th April 2026

Interviews will be held on Tuesday 21st April 2026

Candidates who have not heard from us by then should assume their application has been unsuccessful on this occasion.

References

Please note that it is our practice to take up references before shortlisting for interview. If you would prefer us not to do so unless you are shortlisted, please indicate this clearly in your application. When an applicant is short-listed, any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview. Your referees should include your most recent employer. References from relatives or friends are not acceptable.



Safeguarding

Sutton Coldfield Grammar School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to all necessary pre-employment checks. This includes enhanced DBS, barred list clearance, medical fitness, identity and right to work; and where applicable prohibition check, qualifications, certificate of good conduct and letter of professional standing from the regulating authority in the country in which the applicant has worked. An online search will also be carried out as part of due diligence on all shortlisted candidates.

Candidates for teaching and support staff posts will be assessed at interview for their suitability to work with children. Appointment is conditional upon at least two satisfactory references which include specific comments on working with children and young people. All staff at the school have a responsibility to promote and safeguard the welfare of students at the school. In addition to the ability to perform the duties of the post the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- motivation to work with children and young people.
- ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- emotional resilience in working with challenging behaviours.
- attitudes to the use of authority and maintaining discipline.
- any relevant issues arising from references.
- any gaps in time not covered by details in the application form.

Rehabilitation of Offenders Act

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Please refer to our policy statement on the recruitment of ex-offenders.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement of the role.



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Summary of Child Protection Information for Visitors and Volunteers

Sutton Coldfield Grammar School for Girls is committed to the highest standards in protecting and safeguarding the students entrusted to our care. Our school supports all students by:

- Promoting a caring, safe and positive environment within the school
- Encouraging self-esteem and self-assertiveness
- Effectively tackling bullying and harassment

We recognise that some students may be the victims of neglect, physical, sexual or emotional abuse. Staff working with students are well placed to identify such abuse.

In order to protect our students, we aim to:

- Create an atmosphere where all our students can feel secure, valued and listened to.
- Recognise signs and symptoms of abuse.
- Respond quickly, appropriately and effectively to cases of suspected abuse.
- If you have a concern that a student is being harmed, is at risk of harm, or you receive a disclosure (intentionally or unintentionally), you must contact the following staff member as quickly as possible.

Designated Senior Lead (DSL) and Single Point of Contact (SPOC) for safeguarding and child protection: Mr Neil Eaton.

If this person is not available please contact

**Deputy DSL/SPOC: Mrs Samantha Hart
Mrs Lisa Neal
Mrs Meg Mahoney
Miss Rebecca Pegg
Dr Barbara Minards**

Headteacher: Dr Barbara Minards

Everyone working with our students their parents and carers should be aware that:

- Their role is to listen and note carefully any observations which could indicate abuse.
- They should not attempt to investigate once the initial concern is raised.
- They should involve the Designated Senior Person (DSL) immediately.
- If the DSL is not available the Headteacher or the Deputy DSL should be contacted.
- Disclosures of abuse or harm from students may be made at any time.

If anything worries you or concerns you, report it straight away. The main office will direct you to the appropriate member of staff to report your concerns.

The school's Safeguarding and Child Protection Policy and procedures will form part of the induction for the successful candidate.

