



EXAM INVIGILATOR

WELCOME TO RUGBY FREE SECONDARY SCHOOL

CONTRACT TYPE

CASUAL

CONTRACT TERM

CASUAL

EXPIRY DATE

22.09.26

Exam Invigilator Job Description

Salary and Grade	£12.71 per hour (£14.16 per hour for Lead Invigilators)
Reporting to:	Examinations Officer
Liaising with:	Teaching and Associate Staff
Start Date	As soon as possible

About Rugby Free Secondary School

‘Pupils benefit from a school community that includes pupils from a wide range of different backgrounds and cultures. There is a culture in which pupils see these differences as a positive thing. Uniqueness is valued and celebrated. Pupils feel confident ‘to be themselves’ at Rugby Free Secondary School. (Ofsted ‘Good’: July 2021)’

At Rugby Free Secondary School, we aim to foster kindness and pride, whilst maximising our academic and personal potential. We believe that all of our students should be happy and safe, whilst demonstrating the limitless endeavour and resilience required to succeed by striving for excellence. To achieve these goals, our school ethos is underpinned by the foundations of mutual respect, positive relationships and genuine curiosity.

This is encompassed in our educational philosophy of creating more articulate, organised and progressive learners, and the desire to create both independent and collaborative learners who are proud to be educated at Rugby Free Secondary School.

Alongside this, we focus on broadening our students’ core subject knowledge and understanding of the wider world. As a consequence, quality-first Teaching and Learning is at the centre of our school’s ethos, and is the key priority for all staff. Our aim is for teachers to deliver high-quality lessons to all year groups, whilst also being supported to develop through pertinent and purposeful internal and external CPD that is bespoke.

Learning is integral to everything we do at RFSS. We ensure that all of our students, regardless of gender, ethnicity or ability, receive the best possible learning experiences, to enable them to achieve and maximise their potential. Here at RFSS, we continually support students to develop a love of learning to help them become learners for life, in order to equip them with the knowledge and skills that they will need in the real-world. This is also the case with our teaching staff, who continuously develop and update their own pedagogical practices, through Action Research projects and other bespoke professional development sessions.

Please find below link to our website with the latest Ofsted report when we were graded as ‘Good’.

<https://www.rugbyfreesecondary.co.uk/ofsted>

Our Values are:

- Kindness – The quality of friendliness, generosity, consideration, honesty
- Collaboration – The belief that working and learning with others will lead to greater success
- Curiosity – A strong desire to know and to learn
- Resilience - The ability to recover quickly and learn from the difficulties we face
- Respect - To appreciate the importance of understanding and admiration for others and self
- Endeavour - The belief that hard work is needed to achieve something we can be proud of

Key Duties and Responsibilities

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

Successful candidates will relate positively to all learners, be extremely reliable, enthusiastic and flexible with good verbal communication skills. They will ensure that strict procedures for the integrity and security of the examination papers are followed, and they will be comfortable addressing large groups of students.

Invigilators are employed on a casual basis, with hours and days of work subject to the timings of each examination and mock examinations which are held throughout the year. This position will be reporting to the Examinations Officer.

Safeguarding

- To ensure that all students have a safe environment in which they can learn, reporting any concern about the environment to a member of the site team or if appropriate to one of the Designated Safeguarding Leaders
- To be aware of systems which support safeguarding and following the procedures as highlighted in the Safeguarding Policy
- To identify students who may benefit from early help as soon as possible and discuss this with one of the Designated Safeguarding Leaders
- To consider at all times what is in the best interests of the child
- To protect students from maltreatment; preventing impairment of student's health or development; ensuring that students grow up in circumstances consistent with the provision of safe and effective care
- To take action to enable all students to have the best outcomes

Generic Responsibilities of all Rugby Free Secondary School Staff

- To continue personal development as agreed
- To engage actively in the appraisal process
- To undertake any other duty as specified by the School Teachers' Pay and Conditions Document not mentioned in the above
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task to be 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
- Employees are expected to adhere to the School's agreed Code of Conduct and set an example of personal integrity and professionalism
- Ensure all tasks are carried out with due regard to Health and Safety
- To remain confidential at all times
- To adhere to the ethos of the school
- To promote the agreed vision and aims of the school

Person Specification

Areas	Essential It is essential candidates can provide evidence of:	Desirable It is desirable candidates can provide evidence of:
Qualifications	5 GCSEs or equivalent, including Maths and English	NVQ level 2 in business administration or equivalent
Experience	- Working in an administration environment - Completing tasks to deadlines - Dealing with confidential matters	
Knowledge and Skills	- Manage and maintain the integrity and confidentiality of the exams system - Communicate clearly and concisely both orally and in writing (high standard of verbal and written communication skills) - Effective interpersonal skills working with a range of internal and external stakeholders - Work with a high degree of accuracy - Work well under pressure - Work flexibly - Work without close supervision - Work well both as part of a team and independently, demonstrating initiative (regularly review own (and team's) work and take the initiative to suggest ideas to make improvements) - Follow relevant policies, procedures and regulation to complete work - Adapt quickly to changes to regulations and processes - Deal with enquiries in a professional and sensitive manner - Commit to safeguarding and promoting the welfare of young people - Willingness to participate in training and development opportunities	- Aware of the Joint Council for Qualifications (JCQ) regulations or equivalent - Knowledge of the data protection Act 2018 and GDPR as they apply in the UK
Personal Qualities	- Honesty - Integrity - Calmness under pressure - Maintains a positive outlook in work - Self-motivated	



Contact Information

If you feel that you could bring further impetus to our drive to improve the provision for our students and have the necessary energy, enthusiasm and sense of humour to take us forward at this exciting time, then please get in touch.

To arrange an informal discussion or visit to the school, please contact us



01788 222060



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Anderson Avenue, Rugby, CV22 5PE



www.rugbyfreesecondary.co.uk/vacancies

Closing date for applications: 22.09.26

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing paragraphs.

The job description will be reviewed at least once a year and it may be subjected to modification or amendment at any time after consultation with the holder of the post.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition. This job description is current at the date shown but in consultation with the post holder may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

We reserve the right to withdraw this vacancy at any time.

Triumph Learning Trust (TLT) is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check. TLT is always happy to receive speculative applications from excellent teachers and support staff.