



# Exam Invigilator

## Applicant Pack



  
**Chorus**  
Education Trust

Outstanding Achievement for All

## Contents

The vacancy .....	3
Post advert .....	3
Role summary .....	3
Job description .....	4
Specific duties and responsibilities .....	4
Support for the trust/school .....	4
Changes to these duties .....	5
Person Specification .....	6
Job Title: Exam Invigilator .....	6
Knowledge, experience and skills .....	6
Qualifications .....	6
Other skills .....	6
Interpersonal skills .....	7
Child protection .....	7
Silverdale School & Sixth Form .....	8
Chorus Education Trust .....	9

# The vacancy

## Post advert

<b>Deadline for applications:</b>	11.59pm on 01 February 2026
<b>Interviews to be held:</b>	Week beginning 09 February 2026
<b>To start:</b>	13 April 2026

We are seeking to recruit new Exam Invigilators to expand our existing team in supporting the running of all internal and external examinations at the school. Invigilators supervise the examination room, ensuring the integrity of the exams is maintained, and also support students with additional needs by facilitating exam access arrangements. This post would be ideally suited to applicants who have good attention to detail, work well with young people and enjoy being part of a diverse team. Applicants must be able to work flexible daytime hours, especially during May and June. Full training will be provided and working hours will be allocated for each exam period.

Unfortunately, due to conflicts of interest, parents of Silverdale School pupils are not eligible to apply.

## Role summary

<b>Post title:</b>	Exam Invigilator
<b>Profile:</b>	BS1.5
<b>Grade:</b>	2
<b>Grade spinal point range:</b>	SCP 4
<b>Salary:</b>	£25,185 (pro rata £13.05 per hour plus holiday pay)
<b>Accountable SLT post:</b>	Business Support Services Manager
<b>Line manager (if different):</b>	Examinations Manager
<b>Staff to be supervised or line managed by post holder:</b>	N/A
<b>Post holder will work with:</b>	Examinations Team
<b>Holiday and sickness relief:</b>	N/A
<b>Purpose of post:</b>	To assist the Examinations Manager in the smooth and efficient administration of examinations, specifically student invigilation and related tasks
<b>Version revised:</b>	October 2021
<b>Contract:</b>	Casual

# Job description

The post holder must at all times carry out their responsibilities within the spirit of the school and trust policies and within the framework of legislation relating to academies and education, with particular regard to the statutory responsibilities of the trust and the governing body of the school.

The specific duties and responsibilities include but are not limited to:

## Specific duties and responsibilities

### **SUPPORT FOR THE EXAMINATION PROCESS**

- To work with the Examinations Manager/team to ensure the successful operation of the examinations process in school.
- To be familiar with the guidance for invigilators and instructions provided for conduct of the examination by the Examinations Manager and/or relevant Examination Board.
- To supervise the admission of candidates into the examination room and to help them find their allocated seats quietly and efficiently.
- To distribute question papers, answer booklets and associated materials at the beginning of the examination and to collect them at the end.
- To assist in the efficient timekeeping of the examination and ensure that a clock, visible to all candidates, is in the examination room and examination board instructions for candidates are displayed in line with legal requirements.
- To ensure any minor behaviour issues are dealt with in accordance with school policy, report any breaches of the Examination Code of Conduct to the Examinations Manager/team immediately and make a record of the problem in the examinations incident book.
- To ensure the examination room is clear and tidied for the next session and to check examination desks for any graffiti.

### **SUPPORT FOR CANDIDATES**

- To supervise candidates in a quiet and unobtrusive manner to ensure that the regulations on conduct, communication etc. are strictly observed.
- To respond to candidates' queries in accordance with examination regulations.
- To provide candidates with additional paper and/or equipment as necessary and in accordance with examination board regulations.
- To escort and supervise candidates who may need to leave the examination room in an emergency.

## Support for the trust/school

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Work in a flexible way to respond to the needs of the trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.

- Contribute to the overall ethos/work/aims of the trust/schools.
- Participate in relevant training, other learning activities and performance management as required.
- Team responsibilities: all staff are considered part of the overall trust team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.
- From time to time, to meet the needs of the trust, you may be asked but not expected to work hours additional to your normal working hours. The trust will give you as much notice as possible and you will be paid/recompensed for such work. Situations where this might be required are, for example: relevant key school events such as open evenings, exam results days, trips, clubs, training etc.

### **Changes to these duties**

The above duties are not exhaustive, and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher/Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the governing body or board of trustees and/or senior leadership team as required. Trade union representation will be welcomed in any such discussions.

# Person Specification

Job Title: Exam Invigilator

REQUIREMENTS		Essential	Desirable	Assessment method A = application I = interview R = reference
<b>Knowledge, experience and skills</b>				
Generic administrative experience to include word processing/typing, filing, collating, proof-reading of material, data entry and spreadsheet use, using Microsoft Office packages.	✓			A
Customer services experience.	✓			A
Working in a busy environment with many priorities and conflicting deadlines.	✓			A / I
Experience of an education, training or similar environment.		✓		A
Organisation and bookings for events.		✓		A / I
<b>Qualifications</b>				
Good level of literacy and numeracy eg GCSE Maths and English at grade 4 or above.		✓		A
Evidence of regular, relevant and recent personal development.	✓			A
<b>Other skills</b>				
Communicate effectively with people at all levels eg school staff, students, governors and external contacts/ suppliers.	✓			I
Work effectively as part of a team recognising own role as a team member.	✓			A / I
Able to maintain a positive focus, accepting constructive criticism positively and learning from it.	✓			A / I
Demonstrate an enthusiastic and positive approach regarding change, having a definite 'can do' mentality.	✓			I
Ability to learn from experiences.	✓			I

Ability to carry out instructions accurately and effectively as directed by line manager.	✓		I
Demonstrate customer care.	✓		A
Ability to work alongside young people (not necessarily in school environment).	✓		A/I
<b>Interpersonal skills</b>			
Ability to maintain confidentiality	✓		A
Accuracy when receiving information (verbally and written) and communicate information effectively and accurately.	✓		I
Able to make a positive contribution to the team.	✓		A
Able to reflect on performance and further develop own knowledge and skills to improve performance.	✓		I
Maintains standards set by the organisation.	✓		I
Takes responsibility for own actions.	✓		I
Ability to work alone unsupervised and manage own workload.	✓		A/I
<b>Child protection</b>			
A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		I

## Silverdale School & Sixth Form

Silverdale School is an extremely popular and high achieving 11-18 comprehensive in the south west of Sheffield and is the founding school of Chorus Education Trust. Silverdale has 1,450 students on roll including 450 in Silverdale Sixth Form. In 2020 it was named the Sunday Times Top State Secondary School in the North of the Decade, in recognition of its sustained success.

Silverdale has an excellent record of student achievement at both key stage 4 and key stage 5. At our heart is one of the country's original teaching school hubs, the South Yorkshire Teaching Hub, which includes the Sheffield Teacher Training Alliance and National Modern Languages SCITT.

At Silverdale, we benefit from a new building with excellent facilities, which was expanded in 2023 to provide further state of the art teaching facilities and a dedicated Sixth Form centre.



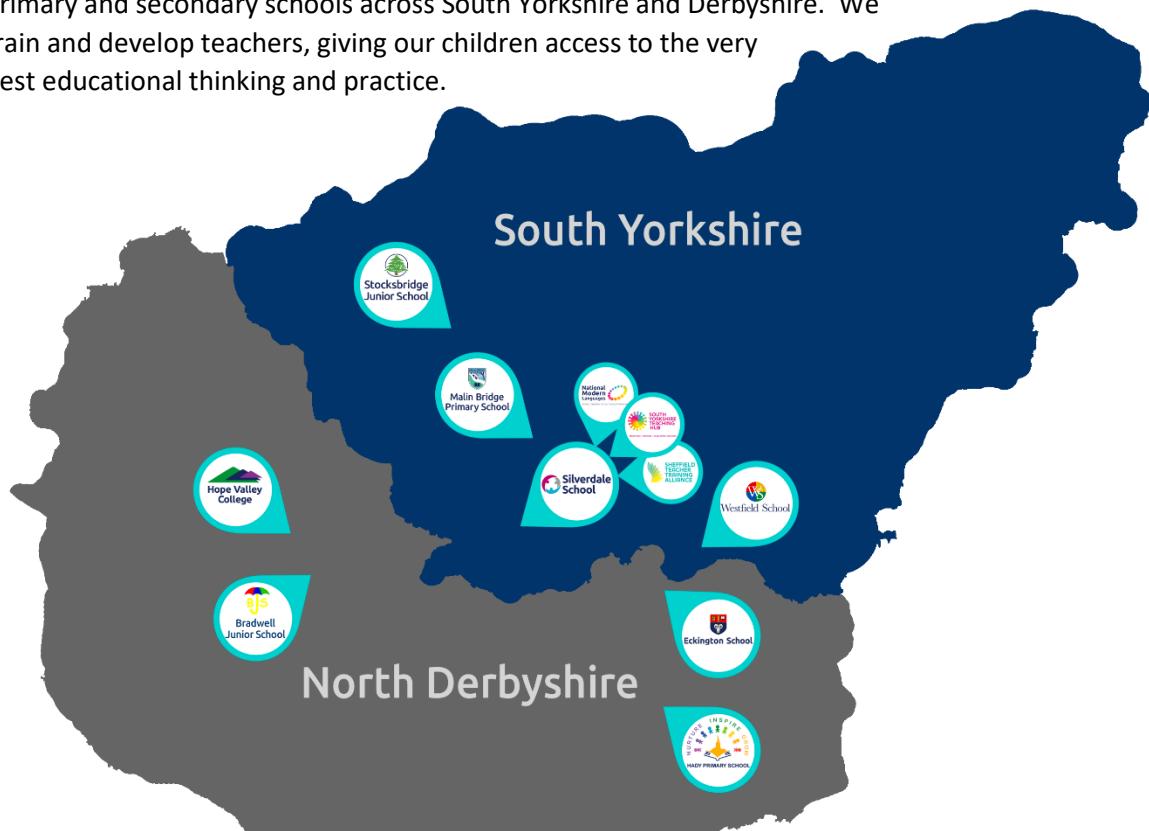
In addition to trust-wide benefits for all staff, those at Silverdale School also have access to:

- Supportive and friendly staff and leadership team.
- Free staff parking.
- Opportunity to be part of the varied extracurricular offering, including Duke of Edinburgh's Award programme.

You can view the school website at: [www.silverdale.chorustrust.org](http://www.silverdale.chorustrust.org).

# Chorus Education Trust

Chorus Trust is a growing trust, committed to providing every child with the best education in both primary and secondary schools across South Yorkshire and Derbyshire. We train and develop teachers, giving our children access to the very best educational thinking and practice.



Our vision is 'Outstanding Achievement for All'. We want to create a culture of success in which our children and young people can succeed. We do this through the provision of safe and supportive schools, collaborating to ensure our children benefit from a more effective spend of public money.

As part of the Chorus Trust Team, all staff have access to:

	An ethos of being a <b>force for good</b> ; of being part of a team that enables 'outstanding achievement for all'.		Leading edge <b>training and development</b> through the South Yorkshire Teaching Hub.
	A <b>collaborative environment</b> encouraging knowledge sharing and support.		Discounted <b>health schemes</b> through Westfield Health and Westfield Rewards Schemes.
	Competitive <b>pension schemes</b> : Teacher's Pension Scheme (teaching staff) and local government pension scheme (support staff).		Term-time only contract postholders have the freedom of having <b>school holidays</b> off.
	<b>Career progression</b> opportunities within a growing, local trust.		Support for <b>flexible working</b> arrangements.

You can read more about Chorus Trust at [www.chorustrust.org](http://www.chorustrust.org).