



Sheldon School

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Exam Invigilator Candidate Pack

Welcome

from the Headteacher



Dear Prospective Candidate,

We are pleased to invite you to apply for the position of Exam Invigilator at Sheldon School. At Sheldon, we pride ourselves on being a family where strong relationships are central to our community. Our inclusive ethos ensures that every student feels safe and supported, enabling them to thrive regardless of their social background, academic ability, or special educational needs. If this resonates with you, we encourage you to explore this opportunity further.

Sheldon School is a standalone academy with approximately 1,650 students, making it one of the largest secondary schools in Wiltshire. As a co-educational secondary school and sixth form for students aged 11 to 18, we have been an Academy since April 2011. Our recent Ofsted inspection in March 2024 recognised us as "Good" in all areas.

Since joining as Headteacher a year ago, I have been both proud and excited by the progress we have made. We are committed to continuous improvement and have established a foundation for meaningful change, focusing on enhancing teaching and learning while fostering a culture of collaboration and high expectations. At Sheldon, we take pride in our inclusive ethos and the comprehensive opportunities we provide for student development.

We are committed to providing a safe and calm environment for our students as they undertake their mocks and external exams. You will be joining a friendly and well-established team of experienced invigilators to create a supportive environment for our students at what can often be the most challenging time of their school life. Invigilators are the people in examination rooms responsible for conducting examinations in the presence of the candidates. Invigilators have a key role in upholding the integrity of the external examination/assessment process.


We sincerely hope you will consider this important role and join us on our journey of improvement. If you would like to discuss the position further or visit the school, I would be delighted to meet with you personally.

We look forward to receiving your application.

Mr Peter Lynch
Headteacher



Our Vision

A young girl with dark hair in small buns, wearing a blue school uniform, is looking through a microscope. Other students are visible in the background, also engaged in learning.

To provide high-quality education, enrichment and pastoral care that improves the life chances of all students.

- Sheldon school is a family, where high quality relationships are at the heart of everything we do. We ensure that all students feel safe and cared for.
- We aim to ensure that every student can thrive regardless of social background, academic ability or special educational need.
- We recognise that education is more than what happens in the classroom and are rightly proud of the experiences students will receive through our extra- curricular offer, trips and visits.
- We pride ourselves on having the highest expectations of all students and staff.
- We are passionate about working together with parents and our wider community to ensure success for all our pupils.
- We are kind, brave and try our best at all times.

Our Values

BE KIND

We are thoughtful and considerate about how we treat ourselves and others. We always have good manners and we show gratitude towards others.

BE BRAVE

We are confident and resilient learners who contribute in lessons. We don't make excuses and we accept that we make mistakes, but we learn from them.

BE THE BEST YOU

We give 100% each and every day to be the best we can be. We believe that success comes through hard work.



Job Description

Exam Invigilator

Postholder:	Exams Invigilator
Line Manager:	Exams Officer
Salary/Scale of Post:	£11.44 per hour, plus an uplift for holiday pay (additional £1.38 per hour, effective total rate of £12.82)
Hours of Work:	During our busy exam's seasons, the hours of work are from early morning and until/or for late afternoons, typically between 8am and 4pm. Flexibility is required.

Post Purpose

Invigilators are the people in examination rooms responsible for conducting examinations in the presence of the candidates. Invigilators have a key role in upholding the integrity of the external examination/assessment process.

The role of the Invigilator is to ensure that examinations are conducted according to the regulations to:

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

The information below is provided for the post holder to understand and appreciate the work content of the post. However, it should be noted that whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used below, in the assumption that all usual associated routines are included in the post description.

Main duties

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and [insert centre name] regulations and requirements.

Before examinations

- Report to and be briefed by the exams officer prior to each exam session
- Keep confidential exam question papers and materials secure before, during and after exams
- Ensure exam rooms are set up according to the requirements
- Admit candidates into exam rooms under formal examination conditions
- Give full attention to conducting the examinations properly
- Identify candidates and seat candidates according to the required arrangements
- Distribute the correct question papers and exam materials to candidates
- Instruct candidates in the conduct of their exams
- Deal with candidate questions
- Start exams



Main duties (continued)

During Examinations

- Supervise and observe candidates at all times and be vigilant throughout
- Keep disruption in examination rooms to a minimum
- Deal with emergencies or irregularities effectively
- Record/report any incidents, disruption or irregularities
- Complete attendance registers
- Deal with candidate questions according to the regulations

After Examinations

- Instruct candidates in finishing their examinations and collect examination scripts and materials
- Dismiss candidates from the examination room
- Check candidates' names on scripts, match the details on the attendance register
- Securely return all examination scripts, question papers and materials to the exams officer

Other Tasks

- Undertake training, update and review sessions as required
- (prior to invigilating any external examination in a new academic year) Undertake relevant online invigilator training and assessment, centre-specific training/updates for that academic year
- Undertake, where required and where able, other duties requested by the exams officer, for example:
 - centre supervision of examination timetable clash candidates between examination sessions
 - facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
 - other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'
- You may be offered work in other areas of the school

Other Duties & Responsibilities

- Responsible for promoting and safeguarding the welfare of children and young people that you might come into contact with during the course of your day-to-day duties around the school site.
- Carry out any other reasonable instructions given by the Headteacher, School Business Manager or the Exams Officer.

General Conditions

All duties must be carried out complying with:

- The Health & Safety at Work Act.
- Acts of Parliament, statutory instruments and regulations, as well as other legal requirements.
- The General Data Protection Regulation (GDPR).
- Relevant nationally-agreed codes of practice.

Person Specification

Exam Invigilator

	Essential	Desirable
Technical Competency (Qualifications and training)	<ul style="list-style-type: none"> English & Maths to GCSE Grade C or equivalent level IT literate, having basic IT skills (familiar with use of email, mobile phone messaging etc.) 	
Experience	<ul style="list-style-type: none"> Previous Administration experience Experience of working in a team Experience of working with staff at different levels 	<ul style="list-style-type: none"> Experience of working with children in an educational setting
Skills and Attributes	<ul style="list-style-type: none"> Confident and a reassuring presence to candidates in examination rooms Excellent communication skills and interpersonal skills Ability to manage conflicting and changing priorities 	<ul style="list-style-type: none"> Able to give instructions and manage situations involving different groups of people Seek to achieve competence in the role and a rigorous understanding of the JCQ regulations
Personal qualities	<ul style="list-style-type: none"> Ability to promote a positive image and ethos of the school Ability to remain calm under pressure A positive can-do approach Highly organised and methodical A good standard of personal presentation Ability to be flexible and have an adaptable attitude to work and role when circumstances demand Energy, enthusiasm and resilience Understands the importance of confidentiality High levels of integrity 	
Safeguarding	<ul style="list-style-type: none"> Ability to demonstrate and understanding of safeguarding responsibilities 	
Other	<ul style="list-style-type: none"> Have an understanding of and be able to demonstrate a commitment to, Equal Opportunities and Diversity 	

How to Apply

Applications should be submitted directly via MyNewTerm, you can access our careers page using the following link.

<https://mynewterm.com/school/Sheldon-School/136632>

Please note: CVs will not be accepted. You must complete the application in full giving details of all employment, training, and gaps in employment since leaving school. Please ensure the closing date for applications is met, we cannot be held responsible for lost or late applications. Due to the large number of applications it is not always possible to respond to each application but we aim to respond within two weeks of the vacancy closing date.

Safeguarding Statement

Sheldon School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation, or religion.

Please note: Any position that involves working with children requires declaration of ALL convictions/cautions regardless of whether these are deemed as spent and a DBS check will be carried out before any employment commences.

In line with KCSIE 2024 and safer recruitment practices, the school will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence.

References will be obtained before interview at shortlisting stage and may be used in the interview process. If previous employment has included working with children, then at least one referee must be from this employment regardless of whether this is the current or most recent employment. Any gaps in employment must be detailed and an explanation provided in the relevant section.



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