

Reepham High School and College

Exam Invigilators

Required from November 2026

£12.65 an hour

Reepham High School & College is an 11-18 comprehensive school, 12 miles north of Norwich. It has approximately 1100 students in total, including 200 students in Reepham College. The school serves a very wide catchment area of nearly 400 square kilometres and 85% of our young people travel by bus.

The school is a true comprehensive school with pupils of all abilities and backgrounds. The intake of the school is broadly in line with the national average in terms of prior attainment. We are currently working to improve our GCSE results, although performance at A Level is consistently in the top 10% nationally for progress made.

We are looking to recruit exam invigilators to support our examination sessions. Duties include supervising pupils taking public and internal examinations, supervising clash candidates between exam sittings, preparing exam rooms, distributing and collecting exam papers in accordance with the JCQ regulations. The successful candidates will be enthusiastic, reliable and passionate about helping young people. Full training will be provided. You may be working with individual students or with groups.

We are seeking both general invigilators and those who would be willing to provide scribe/reader support to individual students as part of their agreed access arrangements.

Please indicate in your application whether you would be willing to act as a 1-to-1 scribe/reader.

Invigilator training will take place on 2nd November at Reepham High School – you will need to be available for this.

For more information please contact: Scarlet Ambrose, Exams Manager by email
exams@reephamhigh.org.uk

Please be aware that Reepham High School and College is committed to safeguarding and promoting the welfare of children. References will be sought and the successful applicant will be required to undertake an enhanced DBS check.

Please apply through www.mynewterm.com

Closing date: Thursday 1st October 2026 (9am)

Interviews: 5th October 2026

We welcome applications before the deadline and may interview on an individual basis if a suitable candidate applies.