



ORCHARD  
SCHOOL  
BRISTOL

**Exam Invigilator**

**ORCHARD SCHOOL BRISTOL  
part of Trust in Learning (Academies)**

**Application Pack – February 2026**

Dear Applicant

Thank you for your interest in the position of **Exam Invigilator** at Orchard School Bristol.

We are a friendly school, serving a richly diverse community in north Bristol. Our students are wonderful – they value their teachers, knowing that you can make a real difference to their lives. The mission statement of the school, “inspire today, empower for life”, lies at the heart of all that the school does. We place no limits on our aspirations for our students.

We offer:

- enthusiastic students, willing to learn and achieve, who need staff who believe in them
- a bright, happy place in which to learn and work
- a professionally stimulating environment which values the contributions of all staff
- a strong commitment to your professional development
- award-winning staff wellbeing

We are building success on the core ORCHARD values of being: Open-minded, Respectful, Creative and Curious, Healthy, Ambitious, Responsible and Determined. If what we are doing resonates with you, and you are keen to work closely with us supporting our students' aspirations and achievements, then we wholeheartedly welcome your application.

#### Fluency Duty

This role has been identified as falling within the definition of requiring fluency in spoken English. You will be required to speak English with confidence and be able to conduct a conversation and answer questions for extended periods of time.

Please read our Staff Prospectus to find out more about us and visit our website on [www.orchardschoolbristol.co.uk](http://www.orchardschoolbristol.co.uk). If you have any questions relating to this role, please contact Maria Mata Castillo at [mmatacastillo@orchard.tila.school](mailto:mmatacastillo@orchard.tila.school)

I warmly welcome your application.

Mel Sweet  
Headteacher

## Job Description

**Job Title:** Exam Invigilator

**Job Level/scale:** Living wage + holiday allowance

**Responsible to:** Lead Invigilator and Examinations Officer

**Job Purpose:** To ensure the fair and proper conduct of examinations in an environment that enables a student to perform at their best.

**Contract/Hours:** Casual

Responsibility:	To include:
<b>To support the Examinations Officer with the day to day operation of examination venues.</b>  <b>This activity may include:</b>	<ul style="list-style-type: none"><li>• Assisting with setting up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures.</li><li>• Closely following and enforcing exam procedures and regulations.</li><li>• Assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues.</li><li>• Ensuring that candidates do not talk once inside examination venues.</li><li>• Invigilating during examinations, dealing with queries raised by candidates quickly, professionally and in accordance with JCQ regulations.</li><li>• Dealing with examination irregularities in accordance with procedures.</li><li>• Checking attendance during examinations.</li><li>• Recording details of late arrivals and early leavers and collecting scripts from early leavers.</li><li>• Escorting candidates on toilet breaks ensuring no unauthorised material is consulted and that examination regulations are observed at all times.</li><li>• Collecting, collating and delivering scripts at the end of the examination in accordance with strict procedures.</li><li>• Supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from</li></ul>

	the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner.
<b>To assist Examinations staff with other examination processes</b>	<ul style="list-style-type: none"> <li>• Assisting with the packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues as appropriate.</li> <li>• Assisting with the preparation of seating plans.</li> <li>• Reading and scribing for students with special needs</li> </ul>

### **Additional Duties**

Any other duty deemed reasonable, as directed by the Examinations Officer.

### **General Accountabilities**

#### **Data Protection**

- Be aware of the Trust's responsibilities under the Data Protection Act/GDPR for the security, accuracy and relevance of personal data held on school systems and ensure that all administrative and financial processes comply with this.
- Maintain client records and archive systems, in accordance with the Trust's procedures, policy and statutory requirements.

#### **Confidentiality**

- You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employee access to and use of the school's/Trust's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation.

#### **Equalities**

- The Trust has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, undertake appropriate training and challenge racism and all forms of discrimination.

#### **Health and Safety**

- Every employee is responsible for their own Health and Safety, as well as that of colleagues, students and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management personnel.

**This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. Whilst every effort has been made to explain the main responsibilities and duties of the post, each individual task undertaken may not be specified.**

**Date of Job Description:** February 2026

**EMPLOYEE SPECIFICATION****JOB TITLE:** Exam Invigilator

<b>ESSENTIAL (Must have)</b>	<b>DESIRABLE (Should have)</b>	<b>ADVANTAGEOUS (Could have)</b>
<p><b>Knowledge &amp; Experience</b></p> <p>A good standard of education</p> <p>Experience of working with young people or empathy and ability to relate well towards them</p> <p><b>Abilities &amp; Aptitudes</b></p> <p>Have confident manner, ability to be firm where required.</p> <p>Ability to relate to and communicate effectively with students and staff alike.</p> <p>Flexibility to cope with needs of the post.</p> <p>Resilience to work under pressure and at a motivated pace.</p> <p>Enjoy working as part of a team.</p> <p>Punctual.</p>	<p><b>Knowledge &amp; Experience</b></p> <p>Level 2 qualification in English and Maths (eg GCSE at a minimum Grade C)</p> <p>Experience of working with in an education setting.</p> <p>An understanding of Examination processes.</p> <p><b>Abilities &amp; Aptitudes</b></p> <p>Ability to work as part of a team and as a lone worker.</p> <p>Confident in leading in an exam room.</p> <p>Excellent organisational skills.</p>	<p><b>Knowledge &amp; Experience</b></p> <p>Knowledge of Joint Council for Qualifications (JCQ) regulations</p> <p>Professional qualification relevant to the post.</p>
<p><b>SPECIAL CONDITIONS:</b> The post is subject to Child Protection Legislation and an Enhanced Disclosure &amp; Barring Service check.</p>		

# Safeguarding Policy

The Trust is committed to Safeguarding and Promoting the Welfare of all of its pupils and students. Each pupil/student's welfare is of paramount importance.

**The Trust's Child Protection and Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the Trust.** The policy can be found on our web site:

[www.tilacademies.co.uk](http://www.tilacademies.co.uk)

The five main elements of our policy are to:

- ensure we practise safe recruitment in checking the suitability of staff and volunteers to work with children
- raise awareness of child protection issues and equip children with the skills needed to keep them safe
- develop and implement procedures for identifying and reporting cases, or suspected cases, of abuse
- support pupils who have been abused in accordance with the agreed child protection plan
- establish a safe environment in which children can learn and develop.

## Safer Recruitment:

Trust in Learning (Academies) is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced Disclosure and Barring Service clearance. Our policy and practice is in line with the Department for Education's 'Keeping Children Safe in Education' Guidance 2024.

We ensure that all appropriate measures are applied in relation to everyone who works for the Trust who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job.

## Explanatory Notes

Applications will only be accepted from candidates completing the Trust's Application Form. Please complete ALL sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will not be accepted in place of a completed Application Form. You will also be asked for a letter of application.

### **Interview Process**

After the closing date, short listing will match your skills/experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form and your letter of application, so please read the Job Description and Person Specification carefully before you complete your form.

We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

**You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected, as well as possible referral to the police and/or DBS and/or other relevant investigating bodies.**



## How to Apply

To apply please complete the Trust in Learning (Academies) online application form via my New Term. Your supporting statement should address how and why you feel that you are equipped to fulfil this role noting your personal values, attributes, your ability to lead others and your knowledge and experience to date.

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**Closing Date:** Rolling Advert

**Interview Day:** TBC