

The Role

Title:	Examination Invigilator
Contract :	Casual
Hours:	Variable
Salary:	£13.48 hourly rate £15.10 Including casual uplift for paid statutory annual leave)
Start Date:	As soon as possible
Closing Date:	Ongoing

An exciting opportunity has arisen for Examination Invigilators on casual assignments to join our thriving team. We are looking for individuals who can promote a supportive atmosphere for our students so that they achieve their best.

USH is a heavily oversubscribed community school with just over 1050 students and 140 staff. We are incredibly proud of our family ethos and our success in delivering values-led education. Our students are vibrant, aspirational and well-behaved. We are known for our excellent career progression routes and we attract professionals who are willing to contribute to our sustained success.

USH is a Leading-Edge School, consistently ranked high in Hampshire schools for overall achievement. USH is pleased to be an SSAT Leadership Delivery Partner. The school was delighted to be awarded SSAT accreditation for Engaging with Evidence and Research in 2026 and for Transforming in Professional Learning in 2025.

If you are motivated to make a difference to the lives of young people and have a commitment to excellence, then this could be the job for you. Please do not hesitate to contact us if you have any questions about the role or would like to come into school to see the USH family in action.

Our pool of Exam Invigilators are required to work at various times throughout the academic year; however the three main periods are:

- Mocks exams (November/December)
- Pre Public exams (February/March)
- Summer exams (May to June)

We are looking to appoint people with an educational background or an interest in education. We would welcome applications from people with experience, but training can be provided. Applicants should have a calm, authoritative manner with a 'natural presence'. You must be punctual, reliable, a good communicator, and have a flexible attitude to work. Duties include laying out stationery, observation, checking attendance, collecting scripts and liaising with candidates and examinations staff to resolve queries. This will require standing and walking around for up to two hours at a time. The successful applicant will be welcomed and supported in our friendly environment where we have a passion for learning.

APPLICATION PROCEDURE

We positively encourage prospective candidates to enquire about our school prior to applying. Please contact our recruitment team via email: recruitment@ushschool.org

Full details and application forms can be downloaded from our website: http://uppershirleyhigh.org/staff_vacancies. Please return your completed applications to recruitment@ushschool.org.

SAFEGUARDING

All schools within the Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

THE JEFFERYS EDUCATION PARTNERSHIP

The Jefferys Education Partnership is part of an umbrella Trust called the Hamwic Education Trust. At the Hamwic Education Trust we offer unique opportunities for those individuals that excel in education.

We aim to deliver an outstanding education to our pupils and to do so we must employ **outstanding** people.

We offer a training pathway for all employees including teachers, support staff and our middle and senior leaders.

Our staff have opportunities to work on cross phase projects and to work in other schools within the Trust in order to gain invaluable experience and enhance their skills.

Role:

Hours:

Variable

Reporting to:

Examination Officer / Senior Invigilator

Working with:

All staff and students

Job Description

Job purpose:

- To provide support to the examinations process
- To support the Examination Officer/Senior Invigilator with the day-to-day operation of examination venues.

Key Duties:

- assisting with setting-up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures;
- assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues;
- offering advice and guidance to candidates without allocated seats;
- ensuring that candidates do not talk once inside examination venues;
- invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures;
- checking attendance during examinations;
- recording details of late arrivals and early leavers and collecting scripts from early leavers;
- escorting candidates from venues during the examinations as required, and supervising candidates whilst outside examination venues;
- collecting and collating scripts at the end of the examination in accordance with strict procedures;
- supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner.

Supporting the school:

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

- Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.
- Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.
- Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.
- Be aware of health and safety issues and act in accordance with the school's Health and Safety Policy.

Other Duties

The postholder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.

The postholder must:

- Ensure that Trust policies and procedures are implemented and followed.
- Work as appropriate with the Trust Central Services team in matters relating to finance, HR, IT and Health and Safety.

Candidate is able to provide pertinent evidence of their previous education, training and experiences		Essential or Desirable
Professional experiences and qualifications:		
1. Experience of working or studying in an education environment		Desirable
2. Experience as an exam invigilator		Desirable
3. GCSE C grade or higher (or equivalent) in Maths and English		Essential
Knowledge & Understanding:		
1. An understanding of examination processes		Desirable
Professional Skills and Abilities:		
1. Effective oral and written communication skills		Essential
2. Accuracy, attention to detail and excellent organisational skills		Essential
3. Ability to work to predetermined instructions		Essential
4. Ability to keep calm under pressure or during unexpected circumstances		Essential
5. Ability to judge when a decision is not yours to make		Essential
6. Ability to communicate with students and members of staff clearly and accurately		Essential
7. Ability to relate to students yet maintain an air of authority		Essential
8. Ability to work independently and to demonstrate initiative		Essential
9. Ability to work under pressure and to tight deadlines		Essential

Personal Skills and Abilities:

1. Willingness to maintain confidentiality on all school matters	Essential
2. Willingness to be flexible to the changing demands of the post	Essential
3. An excellent record of attendance and punctuality	Essential
4. Able to respect and value the different experiences, ideas and backgrounds others can bring to work and teams	Essential
5. Keen to undertake training and develop skills	Essential

Physical Skills and Abilities:

1. Ability to sit or stand quietly for long periods of time	Essential
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