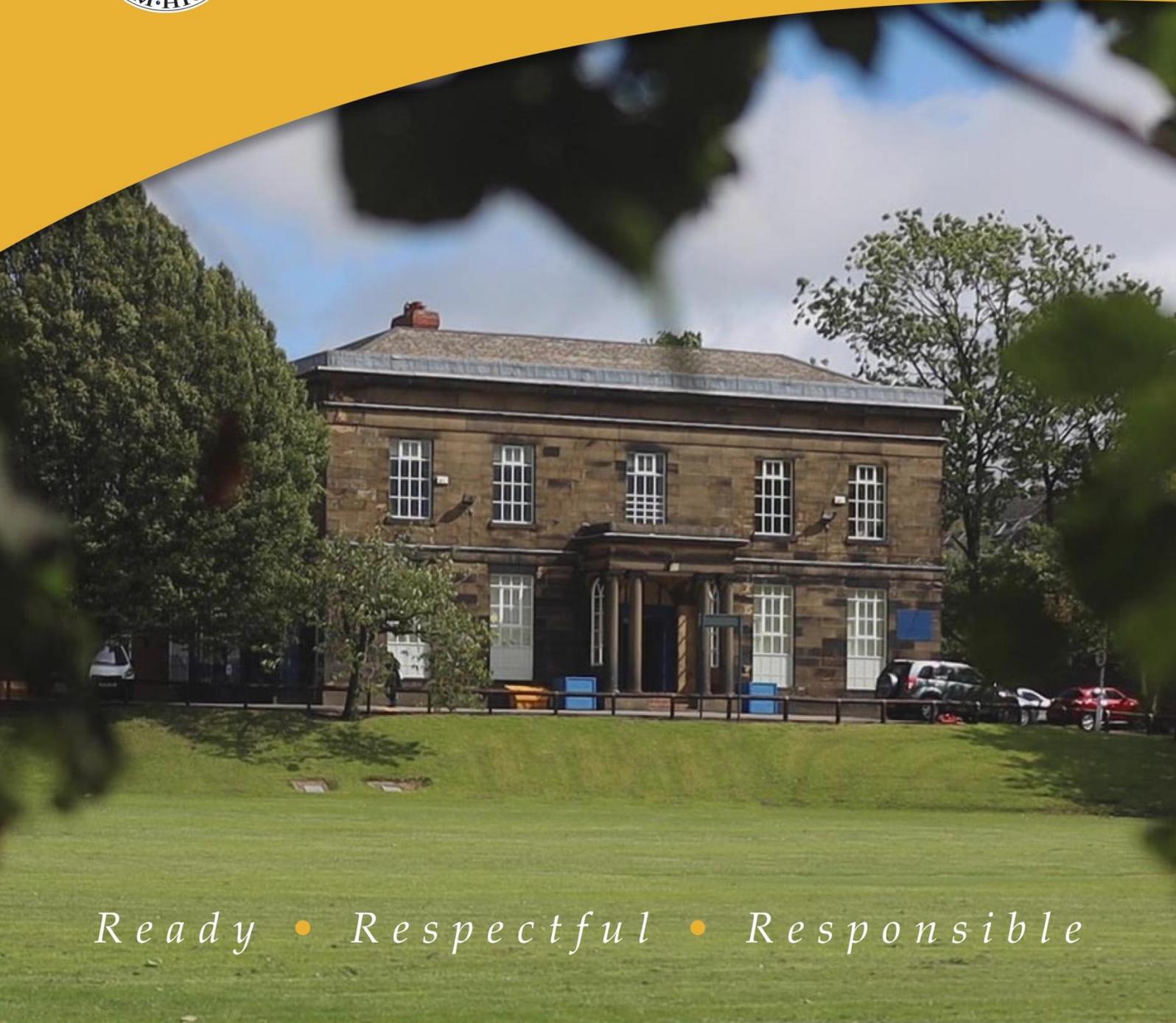




West Hill School

Aiming High Since 1927



Ready • Respectful • Responsible





Exam Invigilator Vacancy

We are currently recruiting dynamic and enthusiastic individuals for the following position:

Exam Invigilator

Casual/Seasonal contract

Seasonal working during all examination periods (January, May, June and July).

Rate: TBC

Closing date: 20th March 2026

We are seeking to recruit seasonal examination invigilators to join our current team, to contribute to the effective and efficient running of all internal and external examinations. No experience is necessary as full training will be provided, however working with an educational establishment or with young people would be preferred. The successful candidate should be highly committed and enthusiastic with a flexible approach to work.

If you think you have the experience and skills we are looking for, we would like to hear from you. Applicants wishing to have an informal discussion, or visit, in relation to the above post are welcome to contact the school.

Please ensure that applications are clearly marked for the post you are applying for.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.



A message from the Headteacher

Firstly, thank you for your expression of interest in our school. I hope, like my first visit to the school, you are struck by its heritage, its calm and warm welcome and the sense that our students live our values of Respect, Responsibility and Readiness. As the Headteacher from September 2023, I am impressed with the welcome that the staff, students and community have afforded me, one we hope you get to experience too.

As a school, we serve the needs of our local community and wish to remain integral in supporting the future planning of Stalybridge. We have a beautiful school site and our grounds could be mistaken for a grammar school, but as a Single Academy Trust we serve the needs of our students from Ashton, Dukinfield, Mossley and Stalybridge alongside smaller schools within the Peak District. We have maintained our strong connection with our past and the heritage of our site, alongside our looking and growing to the future. We are a homely community with many staff investing their lengthy teaching careers with us due to the respectful climate we maintain, alongside many staff living locally, invested in making our community the best it can be. We believe it is our duty to ensure teachers can teach in a calm and purposeful learning environment and our behaviour, and the student responsibility over their behaviour, is a strength. Not only this, but we heavily value our student leadership opportunities to bring learning to life. We believe in developing the character and resilience of our learners and remain passionate about our curriculum offer inside and outside the classroom.

Why West Hill? As a school community the needs of our students and bettering their life opportunities remain at the heart of what we do. We value our staff voice and staff opportunities to learn and grow in the same way we want to nurture our students. We trust our staff to 'do what makes sense' and our staff rise to this trust and respect. Our site has easy commutable links to the Peak District but also to other districts in Greater Manchester and the city centre itself (accessible via train or tram in around 20minutes). We are a community of staff that enjoy working together and welcome new members to our team and social events. We value an opportunity-based curriculum and wish to work to better our community and show our boys how they can too. We have supportive parents who send their boys here due to our strong reputation of excellence. As an 11-16 school with 170 students per year group, we are an ideal size to really get to know our boys and help them on their journey through school. Our passionate pastoral and teaching teams do this incredibly well and that is why we are consistently over-subscribed and forecast the same in September.

Even if you have not worked in a single-sex school before, come and see us, walk our building and get a sense for the greatness that exists here. This is a special place and I am incredibly proud to lead us forward in our next ventures together as a school and local community, I hope you join us in this. Kind regards,

Claire Cronin
Headteacher





Our vision

At West Hill, we have an uncompromised, aspirational vision that:

Everybody will experience a rich curriculum that expands beyond the classroom, empowering them to feel successful and make ambitious future choices.

Every lesson enables individual success through quality adaptive teaching and shared expectations.

Everybody matters and has a right to be safe, valued and treated with kindness.

Everybody will be supported to develop a healthy understanding of themselves and respect for others.

Everybody will be ready and take responsibility for their own learning, choosing thoughtful behaviours that show empathy for others.

Everybody in our West Hill family will collaborate and support each other to realise their aspirations and celebrate success.



Invigilator Job Description

Reporting to	Exams Officer	Hourly pay rate	TBC
Hours of work	By negotiation during January and May through to July (Summer GCSE, Year 10 and 11 Mocks) plus any ad hoc exam days throughout the year		

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 and assessment process.

The role of the invigilator

To ensure that examinations are conducted according to the regulations:

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

General requirements

- Experience of invigilation is not required as training in the role and duties of an invigilator will be provided
- Invigilators are required to:
 - declare whether they have invigilated previously and whether they have any current maladministration or malpractice sanctions applied to them
 - confirm their availability in advance of main examination periods
- Invigilators must confirm the confidentiality and security requirements relating to the invigilation process are known, understood and will be followed at all times

Main duties

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and West Hill School 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 according to the regulations
- Start exams

During examinations

- Supervise and observe candidates throughout the whole time examinations are in progress, giving complete attention to this duty
- Be vigilant and remain aware of incidents or emerging situations
- 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
- Undertake relevant 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'



Person Specification:

- be reliable, flexible and readily available during main examination periods
- have effective communication skills and good interpersonal skills
- work well as part of a team
- be confident and a reassuring presence to candidates in examination rooms
- be able to give instructions and manage situations involving different groups of people
- have basic IT skills (familiar with use of email, mobile phone messaging, etc.)
- seek to achieve competence in the role along with a rigorous understanding of the JCQ regulations