WARBLINGTON SCHOOL

Information Pack

EXAM INVIGILATOR

(Casual Contract)



A very warm welcome to Warblington School

Dear Applicant

Thank you for your interest in Warblington School.

Warblington school has something quite special about it. We are a very small, but rapidly growing secondary school. At only 850 students we can do things differently here as we know individuals well. But it goes deeper than that. Everyone who visits will tell you just how welcoming the school is for new staff and students – over 40 students joined us mid-way through the year last year, with each one saying how they had settled in well and were enjoying school. Ofsted noted during their recent inspection (February 2026) that "*there is a real sense of community across the school*"



It is a thriving community and I am proud to say our students are well behaved, friendly, kind and considerate. They welcome visitors and they are proud to speak of their school. Our staff are passionate about improving learning and aim to inspire and challenge the young people we work with.

We believe that children have the right to the best education and during their time with us, we aim to equip all of our students with the skills they need to flourish in modern society; to make the best of opportunities and to be able to positively contribute once they leave Warblington School.

I am pleased to say this was recognised during our recent inspection, where inspectors commented that Students *"pupils work together constructively and respectfully"* and acknowledged that "*Pupils benefit from a wide range of opportunities to broaden their horizons and make positive contributions."*

We have high aspirations for everyone who wears the Warblington School logo and we strive to improve ourselves through a clear focus on learning and achievement in a supportive environment. As a parent myself, I know that children and young people learn best in an environment which is secure, happy and caring. Our learning community works hard to create the right atmosphere and we pride ourselves on seeing each child as an individual. We take time to celebrate achievements together, whether they are academic, sporting, artistic or dramatic.

Here at Warblington, we are committed to bringing the best out of each and every student entrusted to us and being a small secondary school allows us to get to know each individual and provide them with the support they need that will enable them to thrive.

Curriculum is very important to us and has played a key role in our improvement in outcomes. Teachers here are passionate about the subjects they teach and we believe students need to experience a wide range of subjects for as long as possible, which is why our options process begins at Christmas of year 9 and takes effect from that Easter, allowing us time to ensure each student gets the right level of advice and guidance to help them make informed choices.

Finally, it is important to note that teaching and learning is at the heart of everything we do. Ofsted acknowledged that "*Pupils recognise that the staff put pupils' interests first, staff feel respected and very proud to work at the school" and "Leaders are role models of professionalism."*



I hope you enjoy finding out about Warblington School. Having access to a broad and balanced curriculum, and learning opportunities outside the classroom are key to our students developing into young adults.

I sincerely hope that we will be welcoming you into our community!

Our aim is to ensure that excellence is our expectation.

Mike Hartnell
Headteacher

EXAM INVIGILATOR

£13.07 per hour - Casual Contract

Are you a retired teacher, stay at home parent or graduate looking for some extra hours to keep you busy?

We are looking for enthusiastic and organised individuals to join our Exam Invigilators Team. You will be employed on a casual basis to supervise students taking both mock and actual GSCE exams. Exams are taken at various times during the academic year and as a result, applicants must be prepared to work on a temporary-ad hoc basis (seasonal) as the hours are not guaranteed.

Duties you would be responsible for:

- Assist with the preparation of examination rooms and ensure that any awarding body requirements are met, i.e. centre number and clock clearly visible.
- Admit candidates to the room and dismiss in a managed, quiet and orderly manner.
- Ensure exam conditions are maintained until candidates leave the room.
- Alerting the Examinations Officer and Lead invigilators immediately of any irregularities and complete the invigilators report appropriately.
- Responsible for the collection of exam papers and in ensuring that exam regulations are followed.

Full training will be provided and the successful candidates will work as part of a pool of invigilators and will need to be reliable and punctual, highly flexible and able to relate to learners.

For further information about the School and for an application form, please visit our website https://warblingtonschool.co.uk/vacancies/

Please note that we do not accept CVs.

JOB DESCRIPTION

Job Role:

An invigilator is the person in the examination room responsible for conducting the examination. They have a key role in upholding the integrity of the external examination process. Invigilators should:

- Ensure all candidates have an equal opportunity to demonstrate their abilities
- Ensure the security of the examination before, during and afterwards
- Prevent possible candidate malpractice
- Prevent possible administrative failures

Responsible to:

Examinations Manager

General Duties

- Work as part of a team during external and internal examination periods to support the smooth running of examinations
- Ensure that the regulations set out by JCQ and the School are followed at all times
- Report any concerns to the Data and Exams Manager or Head of Centre
- To invigilate in large halls and classrooms
- To invigilate on a 1:1 basis to support students with a Special Educational Need or Disability (SEND)
- Supervise candidates during rest breaks, isolation etc.
- To attend the necessary induction and safeguarding training sessions

Invigilation:

- Assist with setting up examination venues
- Supervise candidates entry into the examination room
- Ensure candidates sit in their designated seat

- Ensure candidates maintain examination conditions at all times
- Open and distribute exam papers
- Start an examination and read out any notices
- Complete an attendance register ensuring the Data and Exams Manager is aware of any absences
- Ensure the correct start time, finish time and examination information is displayed and visible to all candidates
- Remain vigilant throughout the period of the examination
- To finish an examination at the correct time
- Collect exam papers, scripts and any other papers or equipment at the end of each examination
- Supervise the exit of candidates from the examination room
- Return completed papers and scripts to the Data and Exams Manager or secure area at the end of an examination, ensuring security of papers at all times.

In addition, it is expected you will:

- Be aware of and comply with related policies and procedures relating to child protection, health and safety, security, confidentiality and data protection.
- Ensure your working environment is kept tidy and confidential information is safeguarded at all times.
- Support difference and equality for all.
- Contribute to the overall ethos and aims of the School.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings

PERSON SPECIFICATION

Criteria	Essential	Desirable
Qualifications	• Good literacy and numeracy skills • A good basic standard of education	• 5 GCSEs including Maths & English • First Aid qualification
Experience	• No particular experience is required but a willingness to learn is essential	• Previous experience in a school setting • Previous experience working with young people • Awareness of and interest in educational issues
Knowledge and skills	• An understanding of, or a willingness to learn, JCQ and school examination regulations and procedures.	
Personal and Professional Qualities	• High level of attention to detail. • Reliability and punctuality. • Approachable but authoritative • Accurate verbal and written communication skills • Calm under pressure • Ability to maintain a high level of confidentiality	

EXPLANATORY NOTES

Application Procedure

1) Read carefully all the information about this post.

2) Complete the application form as fully as possible. You must use the school (HCC) application form. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet.

3) In section 'details in support of your application' please tell us:

   a) Why you are applying for this post.
   b) How your experience, skills, training and/or qualifications equip you for this position and specifically how you meet the person specification and requirements of the job description.

Early applications are encouraged, and we reserve the right to close the vacancy early if we receive sufficient applications for the role or if a suitable candidate is found.

Appointment Process

1) Suitable applicants will be shortlisted for an interview.
2) If you are successful, you will receive a telephone call or email inviting you to attend an interview. It is therefore important that you give us your email address.

Pre- Employment Checks

The successful applicant will be required to:

1) Provide details of two referees who know you in a professional capacity, one of whom must be your current or most recent employer (for teaching staff this includes the Headteacher or mentor at your placement if you are still training). It is our usual policy to take up references before interview where possible. Employment is conditional on these references being deemed satisfactory. 2) Provide proof of all relevant qualifications (GCSEs and A levels or equivalent), degree and teaching qualifications.
2) Provide proof of eligibility to work in the UK.

4) Undertake an Enhanced Disclosure and Barring Service check and receive clearance. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered 'spent'.

5) Complete a Health Declaration form

Conditions of Service

Employment is subject to a number of pre-employment checking procedures – these are given above.

For teaching staff, this post is also subject to the School Teacher's Pay and Conditions Document and the Condition of Service for School Teachers in England and Wales known as the Burgundy Book. The professional standards for teachers will also apply.

The job description may not necessarily be a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the post holder.

Salary

Support Staff, whether full or part time, will automatically be a member of the EHCC Pension Scheme unless they elect to opt out.

Policy on Equal Opportunities

The School is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position. The School is opposed to any form of discrimination against any individual or group and welcomes the fact that our School includes a diversity of individuals from many races and cultures.

Behaviour, which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion will not be tolerated.

The School is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.