

Casual Exam Invigilator

Recruitment Pack





BUILDING BRIGHTER FUTURES

Our story is one of moral purpose. We are a learning community where everyone works collaboratively to plan, spread expertise and tackle challenges together — always focused on putting the needs of our students first. Together we build brighter futures.

Our Mission

We aim to make a difference by raising the horizons and ambitions of everyone who learns, works, and lives within our diverse communities.

Our Values

The Trust is committed to building brighter futures. This commitment is underpinned by three core values:

- Student's first
- It's about learning
- No barriers

Join Us

This is an exciting time to become part of The Futures Trust. Every role here is more than a job — it's real, impactful work that makes a meaningful difference in the lives of our students and their communities. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn, grow, and truly change lives.



4

Primary Schools



6

Secondary Schools



9000+

Students



1300+

Staff



Thank you for considering a career with us.

We are delighted to provide you with this recruitment pack, designed to offer all the information you need to embark on a rewarding journey with us.



Matt Nicolle

Head Teacher



Redmoor Academy has a long standing reputation as an excellent school that provides a high quality education for all students, high expectations both in and out of the classroom and superb pastoral care. Our overarching aim of “Excellence, opportunities and success for all,” perfectly captures our aspirational and inclusive ethos

We set high aspirations within a culture of academic excellence, teaching the majority of subjects in mixed attainment groups and are passionate in our desire for every student to be successful. Our ethos is underpinned by a strong and supportive pastoral culture which promotes pupil well-being, as we believe in the education of the whole child in order to equip them to be good citizens in society.

We see Redmoor as being at the heart of the local community. Involving parents, local businesses and organisations in our school is central to our success.

The impact we have on our students has been recognized in our most recent Ofsted inspection in September 2021 where we were judged securely “good” in all areas, demonstrated by 7 years of positive Progress 8 and fantastic GCSE outcomes for students, evidenced in the social development of our students as they become valuable members of the community and affirmed by the significant over subscription for places in Year 7 we experience every year.

Our CPD programme invests in the continued CPD of all colleagues, focusing on whole school priorities and the continuous development of pedagogy based on research, best practice and excellent links with other schools. We offer individualised CPD pathways which support staff at all stages of their career progression including coaching, in-house training and National Professional Qualifications for middle and senior leaders.

Every decision we make is about the young people we serve, their learning experience and their personal development. We are looking to expand our team of talented professionals who excel in their field to help us on the next phase of our exciting journey.

We look forward to hearing from you.



Job Details

JOB TITLE	CASUAL EXAM INVIGILATORS
OPPORTUNITY	<p>We are seeking to appoint Exam Invigilators to oversee and supervise examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions.</p> <p>You will have a flexible and supportive approach to work and be a positive role model to pupils.</p>
REPORTING TO	Exam Leader
LOCATION	Based at Redmoor Academy with a requirement to travel to work at or for schools in the Trust.
SALARY	Grade 1 / Point 3 - £12.98 per hour Flexible Working Patterns
BENEFITS ENHANCING WORKING LIVES	<ul style="list-style-type: none">- Competitive rates of pay- Professional development opportunities- Career pathways across the Trust- Teacher / Local Authority Pension Scheme- Online retail discount- Employee Assistance Programme- Family Friendly policies to support family & carer commitments- Flexible Working Arrangements <p>www.thefuturetrust.org.uk/why-work-for-the-futures-trust</p>



Job Description

Job Purpose:

To oversee and supervise examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions.

Duties and responsibilities

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ) awarding body and schools within The Futures Trust
- To ensure candidates obey the regulations of an examination room in accordance with JCQ
- To play a key role in upholding the integrity of the examination/assessment process
- To maintain security and confidentiality
- Assist with the packaging of examination papers, stationery (sometimes heavy) and equipment prior to the examination and the delivery to and from venues as appropriate
- To assist in the setting up of examination rooms
- To ensure all candidates receive the correct examination question papers
- To be aware of any specific needs that candidates may have during an examination
- Facilitate access arrangements for candidates, for example as a reader, scribe, prompt etc. (full training will be provided)
- To start and lead the examination
- To record attendance on the official examination registers
- To record details of late arrivals
- To ensure no inappropriate items are brought into the examination hall, such as mobile phones, revision notes or other paperwork unless told otherwise
- Ensure all candidates are aware of the pre-exam start information and of any erratum notice that may affect them
- To record any incidents that happen in the exam room incident register, and also report to the examinations office
- To ensure there is no talking or disruption for the candidates once in the examination room
- To ensure answer scripts are collected in candidate number order and are supervised as required until they are delivered to exams officer/assistant
- Escort candidates between venues during the examination as required
- To supervise clash candidates between exam sessions



- Know how to deal with emergencies in examination conditions, including evacuation routes from the building
- Keep an unobtrusive yet watchful presence over the exam, by moving quietly around the room
- Exam related administrative tasks
- To assist in other activities as may reasonably be requested by the Centre from time to time
- To attend meetings, training, refresher or review sessions as required

Line management

- There is no line management in this role.

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfill the role of exam invigilator are up to date.
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- Be a professional role model, and understand and promote the aims of the School and the values of the Trust.



▼ Person Specification

	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
EDUCATION AND QUALIFICATIONS	<ul style="list-style-type: none"> GCSE C grade or higher (or equivalent) in English & Maths 		Application Form Certificates
SKILLS AND ABILITIES	<ul style="list-style-type: none"> Able to follow the school's safeguarding procedures and recognise when to report any concerns Ability to lead an exam when necessary Accuracy and attention to detail Flexible approach to work Ability to communicate with candidates and members of staff clearly and accurately Ability to work to predetermined instructions Common sense and initiative Effective oral and written communication skills •Ability to work as part of a team and independently as necessary Ability to be firm but fair at all times. Ability to follow recognised procedures and policies Ability to remain positive and enthusiastic when working under pressure Good organisation, time management, communication and interpersonal skills Be tactful, discreet and understands confidentiality Must be able to stand still for long periods of time 	<ul style="list-style-type: none"> Ability to relate to candidates yet maintain an air of authority Ability to relate to teachers, other professionals, parents and students Be confident and a reassuring presence to candidates in the exam room Commitment to school improvement and raising achievement for all students 	Application Form Interview

	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
EXPERIENCE	<ul style="list-style-type: none"> • Experience of working with young people 	<ul style="list-style-type: none"> • Experience of working in administration • Experience of working in an educational setting 	Application Form Interview
KNOWLEDGE & UNDERSTANDING	<ul style="list-style-type: none"> • An understanding of safeguarding and child protection 	<ul style="list-style-type: none"> • UK qualifications structure • Joint Council for Qualifications Examination Regulation 	Application Form Interview
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • A professional role model who is committed to their own professional development and to developing others • Committed to and able to promote the aims of the school and the values of the Trust: Students First, It's about Learning, No Barriers. • Professional appearance and demeanour • Able to work calmly under pressure and withstand stress • Have access to email to be able to receive school communications and complete relevant training activity • Able to work flexibly, is reliable and to attend meetings and INSET days as required 		Interview



How to apply

Closing date:

Friday 12 June 2026

Interviews:

Ongoing

If you wish to find out more about this role and a career within The Futures Trust please contact the Recruitment Team: **tel: 02477 102134.**

To apply for this post, please complete the online application form found at:

www.thefuturestrust.org.uk/work-with-us/current-vacancies

On application please read the following policies found at:

www.thefuturestrust.org.uk/work-with-us/recruitment-pack

- Redmoor Academy Safeguarding & Child Protection Policy
- Safer Recruitment Policy
- Suitability Policy
- GDPR Privacy Notice for Applicants



The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment.

The successful candidates for all positions will be subject to an enhanced DBS check and Social Media check.