



Houlton School
Exam Invigilator



Job Description and Person Specification

Welcome from the Principal

It is my great pleasure to introduce you to our Houlton family, where **innovation**, **aspiration** and **excellence** are at the heart of all we do. As His Majesty's Inspector, Nicola Harwood noted when Ofsted visited us in 2021, we '...place spiritual, moral, social and cultural education at the heart of the curriculum so that **pupils flourish and are well prepared for life beyond school**.' I am the founding Principal of the academy, so make no apologies for the passion, commitment and high expectations I have for everyone and everything at our very special school.

We proudly encourage pupils to consider themselves to have joined the unique experience of the '**Houlton family**'. Dr Maya Angelou once wrote that, '...family isn't always blood; it's **the people in your life who want you in theirs: the ones who accept you for who you are**, the ones who would do anything to see you smile and who love you no matter what.' This underpins our approach at Houlton, where difference is celebrated as integral to our supportive, wider community.

We have the privilege of occupying an exceptional campus, including our Grade II listed buildings that previously housed Rugby International Radio Station. Some established schools are lucky to be provided with refreshed, enhanced facilities in one or two specialist subject areas, such as the Arts or STEM; however, our pupils enjoy state-of-the-art facilities alongside stunning heritage buildings across the **entire curriculum**.

At Houlton School we have the highest expectations of our pupils: **excellence** is expected in all aspects of behaviour and attitudes, and pupils will be expected to always do their very best. Uniform and standards of appearance are important and traditional here: we expect them to be worn correctly and with pride as the foundation of everything else we do as a family. We encourage our pupils to always model our values and will support them in all aspects of school life, providing them with the very best teachers, facilities, and opportunities to explore their emerging talents.

Colleagues here enjoy a supportive environment in terms of their careers, whether they be teachers or any other role within our organisation. One of our Trust's key ambitions is to 'nurture potential' and we subscribe to this aspiration whole-heartedly.

I strongly recommend that potential applicants come and pay us a visit to see what a fantastic place this is to work and learn; I have every confidence that if you do, you'll want to support us in the next, exciting phase of our expansion as a community.

Paul Brockwell
Executive Principal

About the Role

Thank you for your interest in the position of Exam Invigilator at Houlton School

This pack has been designed to help you should you choose to submit an application to us, which we sincerely hope you do. The pack aims to answer all your initial questions, but if not, please do not hesitate to contact us. It is extremely important to us that you feel comfortable and confident enough to proceed with your application, as we aim to make the very best appointment possible.

So, who are we looking for?

As a new school, this summer will be the first time GCSE examinations will take place at Houlton School. In preparation for this exciting milestone in our development, we are now looking to appoint a team of Exam Invigilators to work together in a friendly and supportive manner with our Exams Manager. Together you will ensure that public and internal examinations are conducted according to relevant instructions and guidance.

The successful candidates will be reliable individuals with good interpersonal skills who are available during our main exam periods: currently March, May, June, November and December.

The post is ideally suited to individuals who will be a confident and reassuring presence to candidates in examination rooms.

Experience of invigilation is not required. Full training in the role and duties of an invigilator will be provided.

Why work for Houlton?

- A caring school on a 20 acre, green-field campus that is small enough to know every pupil's name and story, yet large enough to offer an exciting breadth of curriculum, including our brand new Sixth Form, which launches in September 2026.
- You'll be working within a community of passionate, committed colleagues who genuinely support each other.
- A staff well-being team implements various strategies to boost staff engagement including various activities, events, conferences, and many other staff benefits.
- Excellent opportunities to develop and grow in the successful and expanding Transforming Lives Educational Trust, a growing Multi-academy Trust based within the local community.

What next?

We want to hear from you if you are as excited as we are about this fresh opportunity within our successful and growing Trust. In return, we can offer the right candidate the chance to work within our innovative and forward-thinking Trust as well as offering excellent professional development and progression.

We encourage you to consider the information in this pack carefully and use it to picture yourself within the role at Houlton. Should you wish to discuss any element of the pack in more detail, please don't hesitate to contact us. We look forward to receiving your application, details on how to apply can be found below.

Job Description

Academy/College:	Houlton School
Job Title:	Exam Invigilator
Salary:	NJC02 £12.69 per hour plus enhanced holiday pay
Contract:	Support staff terms and conditions
Responsible to:	Exams Manager
Key relationships/Liaison with:	Team of Exam Invigilators, Data, Examinations and Assessment Manager, Data and Exams Administrator, Senior Leadership Team, Students and Teaching staff.
Job purpose:	To invigilate public and internal examinations according to the relevant rules.

MAIN ROLE AND RESPONSIBILITIES:

To conduct public examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Houlton School requirements. Do the same for internal examinations unless directed otherwise.

Respond promptly to requests about your availability to work.

Attend work in accordance with your agreed timetable.

Report to and be briefed by the Exams Manager/Lead Invigilator 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

Identify candidates and seat candidates according to the required arrangements

Distribute the correct question papers and exam materials to candidates

If the lead or sole invigilator in the room, introduce the exam by making or playing the required announcement. Announce the start time of the exam and update the information board/screen accordingly.

Supervise and observe candidates at all times and be vigilant throughout

Complete the exam attendance register

Keep disruption in examination rooms to a minimum

Deal with emergencies or irregularities effectively

Record/report any incidents, disruption, suspected malpractice or other irregularities

Deal with candidate questions according to the regulations

Instruct candidates in finishing their examinations and collect examination scripts and materials before dismissing candidates from the examination room

In public examinations, check candidates' names on scripts, match the details on the attendance register

Securely return all examination scripts, question papers and materials to the Exams Manager

Undertake training, update and review sessions as required, including annual safeguarding training. (Prior to invigilating any public examination in a new academic year, undertake relevant online or face-to-face invigilator training and assessment, centre-specific training/updates for that academic year.

Periodically invigilators will be required to declare

- if they have any relevant conflicts of interest (eg related to a candidate)
- if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them

Undertake, where required and where able, other duties requested by the Exams Manager, 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'

This job description sets out the duties and responsibilities of the post at the time it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Person Specification

Job Title: Exam Invigilator

Responsible to: Exams Manager

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all staff, children and young people and to be committed to promoting diversity and inclusion.

Specification	Essential	Desirable
Qualifications/ Training	<ul style="list-style-type: none">• A sound general education including Maths & English GCSE/equivalent at grade 4 (C) or above	<ul style="list-style-type: none">• Training related to working with children
Experience	<ul style="list-style-type: none">• Experience of working on own initiative and making decisions	<ul style="list-style-type: none">• Experience of working with young people in a relevant professional environment (such as education, youth, health, social work)
Knowledge/Skills (Ability to)	<ul style="list-style-type: none">• Effective verbal and written communication skills• Ability to deal with a variety of people at all levels in a confident, friendly and professional manner• Ability to understand and follow relevant procedures eg exam regulations, child protection• Ability to work in a team• Ability to work under direction• Ability to handle sensitive and confidential information and issues appropriately.	<ul style="list-style-type: none">• Able to operate a computer effectively.
Personal Qualities	<ul style="list-style-type: none">• Calm• Confident• Flexible• Reliable• Professional• Organised	

How to Visit and Apply

Please read the information in this pack. If you are interested in this job opportunity, please apply by downloading the application form from our website (www.tlet.org.uk). Completed application forms should be emailed to careers@tlet.org.uk or posted to:

HR Department (Careers)
c/o Houlton School
Signal Drive
Houlton
Rugby
Warwickshire
CV23 1ED

If you have any questions about the role or would like to visit Transforming Lives Educational Trust or one of our Academies, please don't hesitate to contact us by emailing careers@tlet.org.uk or selecting option 1 on our telephone menu – 01788 593900.

If you decide to apply, you should include a supporting statement with your application form (either within the application or as a covering letter) on no more than two sides of A4, giving your reasons for applying for the post, addressing information you have read in the pack and particularly the person specification, and outline any relevant experience and personal qualities you would bring to the Trust.

Please do not send a general letter; we are really looking for someone who is prepared to respond to us as an individual Trust. You can be sure that we will take time and care in reading your letter; we appreciate how much time and energy goes into writing it.

Recruitment Timeline

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| • Position advertised: | 05 December 2025 |
| • Closing date: | Ongoing |
| • Final shortlisting: | Ongoing |
| • Final panel process: | Ongoing |