

Exam Invigilator (Casual)

Candidate Information Pack

Closing Date: 12:00 noon, Monday 17th November 2025



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Welcome from the CEO

Dear Applicant,

I am immensely proud to be Chief Executive of Spark Education Trust. We are a newly merged Trust comprising 4 secondary and 11 primary schools located across the Tees Valley and we provide opportunities for children and young people to reach their full potential, whatever their starting point. We know that this is best achieved in encouraging environments where mutual and self-respect is promoted. We want to grow confident young people able to work independently and think creatively in a fast-changing world.

We have high expectations for everyone, aspiring to excellence in teaching and achieving impressive standards in all areas of school life. Success beyond the classroom in sport and the arts are features of life across our Trust.

For our staff we provide positive working environments, a commitment to the highest quality professional development, opportunities to collaborate to create excellence and encouragement to forge career success.

Trustees, governors and leaders collaborate closely to ensure excellence in all aspects of Spark Education Trust. Our core values are mutual respect, hearty collaboration and courageous ambition and these drive our work ensuring that Spark schools are wonderful places to work.



Louise Spellman



Welcome from the Head of School

Dear Applicant,

Thank you for considering applying for the position at Conyers School and Sixth Form College. We are so very proud of our school and we are thrilled that you have taken an interest in being part of the team.

Conyers is a thriving and fully inclusive 11-18 comprehensive school, home to over 1300 students. We are proud of our strong, destination-driven curriculum, which enriches learning within and beyond the classroom. Our mission is simple: to provide every student with the opportunity to realise their potential, both professionally and personally, so they can secure meaningful destinations and positively contribute to the world they live in.

At Conyers, we aim for academic excellence through outstanding teaching and high expectations for all students. We celebrate achievement not only in examination results but also in the arts, sports, music, and drama, which play essential roles in our curriculum.

Our curriculum is founded on high expectations, strong values, and positivity, all underpinned by our principles: Ready, Respect, Safe. With a focus on perseverance, we help students build the resilience needed to navigate life challenges.

Our goal is to prepare students for an ever-evolving world. We aim to equip them to contribute as well-rounded, digitally resilient individuals. By fostering curiosity and reflection, we cultivate lifelong learners immersed in a rich, broad curriculum that expands their horizons and builds independence, determination, creativity, and confidence.

Our motto, 'through perseverance,' is at the heart of our community. It represents our commitment to kindness, mutual support, and environmental care. This ethos defines the Conyers culture we embrace every day.

We are excited to welcome an inspirational and passionate individual to join our dedicated staff, supporting exceptional outcomes and preparing students for life beyond school.

If our vision resonates with you, and you would like to join a truly exceptional team, we would be delighted to receive your application.

Thank you.

Chris Coleman
Head of School

Exam Invigilator (Casual)

Job Title: Exam Invigilator (Casual)

Location: Conyers School (Yarm)

Start Date: January 2026

Actual Salary: £15.33 per hour

Hours of Work: Casual

Contract Type: Temporary

Closing Date: 12:00 noon, Monday 17th November 2025

Interviews: Week commencing 24th November 2025

About the Role

Join an exceptional team at Conyers – a thriving, positive school where your work makes a real difference to our young people and the wider community. At Conyers, we focus on recognising effort, rewarding success, and nurturing perseverance.

We seek a dedicated and committed and passionate person to join our essential Exam Invigilators team. Starting January 2026, we are looking for people who can:

- Work as part of a team, under the direction of the Examinations Officer/Senior Invigilator
- Ensure the efficient supervision of external and internal exams
- Be available during our main examination periods (November, January, March, May and June).

This is a casual, flexible role where your contribution supports the smooth running of the school's assessment process.

If you are looking for an exciting opportunity to join a supportive team in a truly innovative school, we would be delighted to hear from you.

As outlined in the job and person specification, the successful candidate will: Support the smooth and efficient running of internal and external examinations, ensuring a calm, fair and well-organised environment for students.

Key Responsibilities:

- Supervise examinations in accordance with examination board regulations
- Follow instructions from the Examinations Officer/Senior invigilator
- Ensure a quiet, fair and controlled environment for all candidates
- Report any incidents or irregularities promptly
- Assist with set-up and clear-up of exam venues as required

Why work with us? We value our staff and offer:

- A digitally innovative ipads for Learning school with excellent facilities
- A collaborative and supportive team ethos across the school
- A strong focus on staff wellbeing, with events and activities throughout the year
- Free annual flu vaccination

Come and be part of something special. At Conyers, we develop independent, determined students who are confident, creative, and empathetic. Together, we make a positive difference.

About Us

We are a newly merged Trust, Spark Education Trust which currently consists of 11 Primary Schools and 4 Secondary Schools. The Spark Education Trust can offer you a professional challenge and a rewarding opportunity, working with collaborative schools that are passionate about the progress and development of every student.

What we have:

- A positive and caring ethos and working atmosphere
- Friendly children, eager to learn and achieve
- An aspirational curriculum for all students
- A committed, enthusiastic and supportive staff team
- Excellent support from the Governing Body, the staff and parents/carers
- Opportunities for career development

For further details on us as an organisation, please click [here](#).

For further information on the school, please click [here](#).

How to Apply

Please make sure that the application form is completed and returned via email to snicholson@conyers.org.uk, addressed to Mr C Coleman, Head of School.

Please note that feedback will only be given to shortlisted candidates, if you do not receive an invite to interview within 30 days of the advert's closing date assume that you have been unsuccessful in your application for this post.

Safeguarding Notice

The Spark Education Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced DBS check. The post you are applying for is exempt from the rehabilitation of offender's act 1974. We will also carry out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online.

Job Description

SCHOOL: Conyers School

POST TITLE: Exam Invigilator

REPORTS TO: Exams Officer

MAIN PURPOSE: To support with the invigilation of both trial and external exams

The role of the invigilator

To ensure that examinations are conducted according to the regulations to:

1. Ensure all candidates have an equal opportunity to demonstrate their abilities
2. Ensure the security of the examination materials before, during and after the examination
3. Prevent possible candidate malpractice
4. Prevent possible administrative failures

General requirements

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

An ideal candidate will:

- 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 exam 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 and a rigorous understanding of the JCQ regulations

Main duties

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Conyers School's regulations and instructions.

To have a key role in upholding the integrity and security of the external examinations/assessment process.

Before exams

- 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
- Start exams

During exams

- Supervise and observe candidates at all times and be vigilant throughout
- 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 exams

- 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 online invigilator training and assessment for that academic year
- Undertake, where required and where able, other duties requested by either the exams officer or the senior invigilator, for example
 - centre supervision of exam timetable clash candidates between exam 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'

Safeguarding - Promoting the Welfare of Children and Young People:

- To demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers
- To demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment.

Person Specification

POST TITLE: EXAM INVIGILATOR

GRADE: F SCP 7

	Essential	Desirable
QUALIFICATIONS/ TRAINING:	Willingness to participate in training and development opportunities	
EXPERIENCE:		- Experience of working in a school environment - Experience of exam invigilation
SKILLS/ KNOWLEDGE:	- Ability to relate well to children and adults - Ability to work effectively as part of a team - Good communication and listening skills - Ability to work under pressure and to tight deadlines - Methodical with a good attention to detail - Good time management and organisational skills - Be able to maintain confidentiality	- Knowledge of Child Protection - Equal Opportunities and recognising the nature of the diverse school community
PERSONAL ATTRIBUTES:	- Friendly approachable and professional manner - Calm approach - A commitment to working as part of the whole school team and supporting the vision and aims of the school	

How to Apply

Application forms and further details are available on the Trust's website –

sparkeducationtrust.org.uk

Please make sure that the application form is completed and returned via email to snicholson@conyers.org.uk, addressed to Mr C Coleman, Head of School.

Applications submitted on anything other than the official application form and applications from agencies will not be accepted.

Confidential References

Two referees should be nominated, including one from your current/most recent employer – Those from an education setting must provide the Headteacher as one of their references or to be signed and checked by the Headteacher.

Job Description

Details the main responsibilities for this post and the personal and professional qualities required.

Person Specification

Sets out the criteria to be used for the shortlisting process.

Closing date: 12:00 noon, Monday 17th November 2025

Interviews to be held: Week Commencing 24th November 2025

Employee Benefits

Wellbeing

Free and confidential support.

Up to six sessions of structured counselling, if recommended.

Pensions

All eligible staff automatically join either The Teachers Pension Scheme or the Local Government Pension Scheme upon the start of their employment.

As members of these schemes, employees have access to the full range of membership benefits including a Death in Service payment is included in the Teacher Pension Plan and Local Government Pension Scheme.

Cycle to work

We also provide a cycle to work scheme, which is a recognised Inland Revenue salary sacrifice scheme through www.greencommuteinitiative.uk which enables staff to access a new bike and bike equipment.

Work Life Balance

We provide a generous Annual Leave entitlement for Support Staff of 27 days leave, rising to 32 days leave following 5 years' service, in addition to statutory bank holidays.

As we are supportive of flexible working, we have many staff working on individual working arrangements and we offer many roles working term time only contracts, to assist with individuals work life balance.

Professional Development

As we believe in supporting and developing our staff, we offer extensive career development opportunities and actively seek to develop and promote staff where possible.