

Penketh High School

POST TITLE – Casual Exam Invigilators

Required February/March 26

Salary Details – Grade 2 point 3 £14.78 per hour including holiday pay, rising to £15.11 per hour including holiday pay after 5 years' service.

Hours of work –As required during exam periods

We are seeking to appoint several enthusiastic individuals to our Casual Invigilation Team. Invigilators play a crucial role in delivering the exams programme by upholding the integrity of the external examination/assessment process. The successful candidates will assist the Exams and Data Manager to maintain the quality and integrity of internal and external examinations and assessments by ensuring examination sessions are conducted in line with JCQ regulations.

We are looking for professional, hardworking, and reliable candidates, who have good organisation and communication skills, and who are committed to inclusively supporting young people in their examinations and assessments. A willingness to contribute to other areas of school life would be welcome. You will also be expected to commit to a large proportion of hours in November and between March and June (Inclusive), in addition to other ad hoc hours that may arise through the year.

Owing to the common exam timetable used by the Awarding Organisations across the UK, this post is not suitable for individuals currently employed as an exam invigilator at another centre.

Penketh High School is an oversubscribed community facing school that is determined to support the academic and holistic development of pupils in order that they leave the school with a strong skillset and positive life chances.

The school is focused on providing the very best provision for pupils by supporting the professional development of staff, offering a comprehensive and focused CPD programme and encouraging staff to engage with external, nationally recognised professional qualifications. This provision of professional development includes a comprehensive programme to support teachers new to the profession.

Penketh High School is a proud member of The Challenge Academy Trust (TCAT), sharing its mission to 'serve, challenge and empower the educational community.'

At The Challenge Academy Trust, we are building a culture that champions better work and working lives across the Trust; a framework to support and develop our workforce from 'hire to retire'. We are committed to providing a workload that is fair and reasonable, work environment where employee health and wellbeing are actively supported and promoted and structured personal and professional development.



Continuing Professional Development

Join us at Education Connect to access high-quality CPD that is rooted in the latest research, promotes innovation, and fosters a culture of collaboration.



Cycle to Work Scheme

Save 23-39% on a new bike for work. TCAT have teamed up with BHN Extras to offer a Cycle to work salary sacrifice scheme.



TCAT Plus (Health and Wellbeing and Staff Discounts)

TCAT Plus is an online hub for all staff that offers wellbeing support and financial discounts at hundreds of big brand online and high street retailers.



Smart Tech

A chance to get the latest tech at the best price and spread the payments over your salary, interest-free.



Hub Support Model

Strength through interdependence and collective accountability in our working practices. Much of this is achieved via our extensive professional hub network.



Pension

A career within TCAT will provide you with access to the Teachers Pension or Local Government Pension scheme.



Maternity, Paternity, Adoption and Shared Parental leave

Enhanced maternity and adoption pay for eligible employees.



Workload Strategy

We have carefully examined and implemented the recommendations outlined in the DfE Workload Reduction Toolkit across the Trust. We are committed to aligning and integrating our approach to workload management for all our staff.



Car Benefit Scheme

A salary sacrifice car lease scheme in partnership with Tusker. Access an electric or hybrid vehicle that will be fully serviced, insured, vehicle tax paid and recovery assistance.



Enhanced annual leave for support staff

8 bank holidays plus up to 31 days annual leave.



Entitlement to occupational sick pay

Up to six months full pay and six months half pay in the event of being unable to work.

Join The Challenge Academy Trust and be part of a supportive community that values deep connections with students, parents, and staff. Thrive in a role where teamwork, professional growth, and job satisfaction are paramount, and enjoy the flexibility and diversity of our engaging activities. Join us to make a lasting impact on the lives of students.

The Challenge Academy Trust is committed to promoting the safeguarding and welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are made subject to an Enhanced DBS check. We are an Equal Opportunities Employer, and our employment policies, procedures and practices are regularly reviewed to ensure compliance with legislation. We are committed to creating a workplace culture that is inclusive, positive, and fair with opportunity for all.

All details and an application form can be found at www.penkethhigh.org For any further details please contact HR on 01925 722298 or email hr@penkethhigh.org

Closing Date: Thursday 28th November 2025

Interviews: W/C Monday 1st December 2025

Job Title: Casual Exam Invigilator

Level: Grade 2, SCP 3 - £14.32 per hour including Holiday Pay (Pay Award Pending), rising to £14.64 per hour including Holiday Pay (Pay Award Pending) after 5 years' service.

Responsible to: Exams and Data Manager

Key Purpose:

To assist the Exams and Data Manager in the proper conduct of examination sessions to JCQ regulations, through effective and proper implementation of examination board invigilation duties.

This description gives an indication of the main tasks, which will need to be performed.

Main Responsibilities

- Setting up the exam room in accordance with JCQ requirements.
- To assist, if directed, in the collection of examination papers and exam stationery from the Exams Office before an examination.
- To assist in admitting candidates to the room in an orderly fashion.
- To maintain an orderly and quiet environment for the duration of the exam.
- To assist in checking against seating plan that all candidates are present for the exam, and record and report any absences on the seating plan immediately.
- To issue verbally to pupils all necessary exam board instructions to candidates, including erratum notices.
- To assist in ensuring all candidates have the correct module/tier question paper for which they have been entered, ensuring any queries are passed to the Exams and Data Manager or the Exams/Assessment Assistant immediately.
- To notify candidates of the start of the exam, recording the start and finish time(s) for candidates to see. To notify candidates of the end of the exam at the appropriate time.
- Supervision of all candidates in a quiet and unobtrusive manner.
- To assist in maintaining the integrity and security of the examination throughout its duration in accordance with examination board and school procedures.
- To collect in examination scripts and question papers at the end of an examination, ensuring scripts remain confidential and secure.
- To collate and account for all scripts against the Attendance Register and informing the Exams and Data Manager immediately if any missing scripts.
- Once all scripts are accounted for, to put the scripts into the addressed examination board envelopes, which, once sealed should be taken to the school reception for secure handover and posting.
- To act as a reader or scribe to an individual candidate, if and when directed by the Exams and Data Manager.
- To assist, when directed, in the collating of results on results day(s).
- To complete necessary exam administration as instructed by the Exams and Data

Manager.

- To attend all training sessions as directed by Exams and Data Manager.
- Any other duties that are in accordance with the post as instructed by the Exams and Data Manager or Principal

PERSON SPECIFICATION - ROLE: CASUAL EXAM INVIGILATOR

Attributes	Criteria	Essential / Desirable	How Identified
Experience	Previous experience of working with young people (age 14-18).	D	A / I / R
	Previous experience of invigilation.	D	A / I / R
	Knowledge of the education sector.	D	A / I /
	Awareness of the examination system.	D	R A / I / R
Education & Training	Willingness to attend all training sessions and post exam feedback sessions.	E	A / I
	Minimum educational qualifications of 5 A* - C grades at GCSE or equivalent.	D	A / I
Knowledge, Skills and Abilities	Accuracy and attention to detail,	E	A / I /
	vigilance. Excellent communication	E	R A / I
	skills.	E	/ R A /
	Ability to work to predetermined	E	I / R A
	instructions. Ability to work as part of a	E	/ I / R
	team or alone.	E	A / I /
	Ability to keep calm under pressure or during unexpected circumstances.	E	R
	Ability to maintain complete confidentiality.	D	A / I /

	Ability to relate to candidate yet maintain an air of authority. Experience of public speaking/ addressing both small and large numbers of people.		R A / I / R A / I / R
Any Additional Factors	Excellent availability, flexibility, reliability and punctuality. Enhanced Disclosure and Barring Service Check and willingness to join DBS Update Service. Commitment to the welfare of the student population. Commitment to Equal Opportunity.	E E E E	A / I / R DBS Certificate A / I A / I