



**STOUR VALE
ACADEMY
TRUST**



EXAM INVIGILATOR

RECRUITMENT PACK



Exam Invigilator

Contract: Casual

Salary: Grade 3 (SCP 3) - £12.85 per hour

Oldbury Academy requires Exam Invigilators to work on a casual basis, assisting with the supervision of all public and internal exams throughout the year. Previous experience would be advantageous but not essential as full training is provided. Duties include supervising students taking examinations, preparing exam rooms and distributing and collecting exam papers. The ideal candidates will be highly organised, vigilant and reliable, have excellent attention to detail and the ability to remain calm under pressure.

Successful candidates will work as part of a pool of invigilators and will be supported by our Exams and Data Officer and Data & ICT Development Manager. We are interested in applicants who will be available to support exams in May/June, November and February/March. Successful applicants will also be required to attend two compulsory training sessions (February/April and September).

Start times are 8.15am for morning exams and 12.45pm for afternoon exams (any changes to this will be communicated beforehand)

Stour Vale Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will carry out pre-appointment checks including DBS and will disqualify any applicant where we consider the outcomes to be unsatisfactory. This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974.

We are equally committed to ensuring that no applicant will be disadvantaged or discriminated against because of their protected characteristics under the Equality Act 2010.

For an informal conversation to discuss the role, please contact:

Mr David Long
Data and ICT Manager
Oldbury Academy
Stour Vale Academy Trust
0121 533 3750

Closing Date: 9.00am on Monday 8th December 2025

Interviews: TBC

ABOUT OLDBURY ACADEMY

Oldbury Academy is a large secondary school in Sandwell who provide excellent all round education for our pupils. Our success is built upon high quality teaching and learning and an excellent pastoral system to support students.



The comments in our recent OFSTED report in December 2021 highlight the commitment we have to our pupils and wider school community in providing an excellent educational experience.

Oldbury Academy was graded 'GOOD' in all areas.

OFSTED 2021:

The school is well led. The headteacher is committed to making sure pupils receive the best education possible. Able senior and middle leaders support him with this aim

Pupils study an ambitious curriculum

Teachers carefully plan what pupils should learn in lessons

Teachers share high expectations of behaviour. They expect pupils to focus on their work

understand the school's values and what is expected of them. They respond positively to these expectations.

The school is an orderly environment. This helps pupils to concentrate on their work

Pupil's behaviour in lessons and around the school site creates a calm atmosphere

Bullying is not tolerated

Pupils' work is frequently checked and there are high expectations of written work. Pupils value this

Leaders and teachers understand how to safeguard pupils. There is a team of safeguarding leaders who work together well

Oldbury Academy offers a wonderful professional opportunity to work alongside an excellent team of staff. We are fully committed to ensuring that our school is a place of learning where people are happy, healthy and successful.

Pastoral care for pupils is strong and relationships between staff and students reflect this. We have high expectations of ourselves and our students. Our vision 'CARE' underpins all that we do at Oldbury Academy.

- Celebrate together
- Achievement for all
- Respecting each other
- Expectations to succeed



ABOUT STOUR VALE ACADEMY TRUST

Our multi-academy trust was founded in 2017 and developed from collaboration between schools, the significant positive impact of which convinced three schools, two secondary and one primary, that together we would have much greater capacity to continuously improve. Over time, Stour Vale has steadily grown. We began as a cross-phase multi-academy trust and as we have grown, both secondary and primary schools have joined us. There are currently thirteen member schools, six primary, one junior, one infant with day nursery and five secondary.

As a successful family of schools, delivering high-quality education for the communities we serve, Stour Vale values its diversity. Each school brings their own distinct character, community, history and identity. We celebrate the uniqueness of member schools, recognising that there is a great deal to learn from education in different contexts. This is also the reason why we remain outward-looking, committed to learning from research and excellent practice across the education system.



OUR VISION AND VALUES

Stour Vale Academy Trust holds children and young people at the heart of all that we do. We recognise that as a multi-academy trust we exist in order to advance education for the public good. Our mission, therefore, is to improve life opportunities for children and young people by both providing the best possible education and care to pupils in Stour Vale member schools and by having a positive impact across the wider education system. Our values are encapsulated in four words:

OUR VALUES

STOUR VALE ACADEMY TRUST

INTEGRITY

By always acting with integrity we will deploy our resources appropriately to provide the very best education and care for pupils. This approach will enable us to recruit and retain the best staff who share our values.

We recognise our responsibility to support and challenge member schools to have a positive impact on the lives of children and young people, our communities and the wider educational system.

RESPECT

We are committed to treating everyone with respect and promoting equality.

Stour Vale member schools are safe and inclusive schools. We value and celebrate the diversity of pupils, colleagues and the communities we serve. We believe that developing pupils' character and their own commitment to treating others with respect must sit alongside the pursuit of academic excellence.

COLLABORATION

Stour Vale Academy Trust exists because we believe that effective collaboration has a positive impact on the life opportunities of children and young people.

We believe that working collaboratively together we have much greater capacity to realise continuous improvement in all member schools. Therefore, we seek to actively promote positive, impactful collaboration, most often with school-based staff taking the lead.

EXCELLENCE

We are committed to constantly pursuing excellence and improving all aspects of our work as a trust.

Excellence in teaching and learning, curriculum and character development is our primary focus. This will be achieved by realising our ambition to provide top-level professional learning for all colleagues, developing leadership in every role and providing exceptional back-office services such as HR and finance.

SVAT.ORG.UK

We describe our shared approach to school improvement as 'secure autonomy'. Headteachers, with school leadership teams and staff, have autonomy to lead school improvement in their own schools, responsively and in collaboration with others within and beyond our trust. We believe that this approach enables us to grow, attract and retain excellent school leaders and to develop the most innovative and impactful school improvement strategies. We recognise that this autonomy must be secured within the structure of the multi-academy trust, and our model of challenge and support for impact, underpinned by our shared values, ensures sustained school improvement and a sharp focus

on outcomes for pupils. This in turn realises our ambition that **Stour Vale** member schools will **create the difference together**.





Job Description

Casual Exam Invigilator

Job Summary

Reporting to the Exams/Data Coordinator (Exams Officer), Examination Invigilators work on a casual basis ensuring students have an equal, safe and secure environment in which to sit their public and internal examinations in accordance with the Joint Council for Qualifications (JCQ) instructions for conducting examinations.

1. The Purpose

The purpose of this role is to ensure that candidates have an equal, safe and secure environment in which to sit their public and internal examinations in accordance with the JCQ instructions for conducting examinations.

2. Main Duties & Responsibilities

- To ensure that the examination regulations laid down by the Examination Boards & JCQ are observed.
- To conduct pre-examination checks on the examination hall/room to meet JCQ standards.
- To supervise candidates entry into the examination room.
- To make sure candidates are aware that they are under examination conditions.
- To open and distribute examination papers to candidates.
- To complete an attendance register and notify the Exams Officer of any absences.
- To make sure that candidates are aware of the start and finish time of the examination.
- To be vigilant, but not intrusive throughout the period of the examination.
- To distribute additional paper/equipment as required.
- To collect examination papers and exam scripts at the end of the examination.
- To supervise the orderly exit of candidates from the examination room.
- To sort examination scripts into numerical/alphabetical/classes after the examination.
- To ensure examination stationary is returned to a secure area at the end of an examination.
- To supervise a candidate that may need to sit their examination separately to other candidates.

3. The Invigilator's Role

The JCQ has an instructions document for conducting examinations. The JCQ document describes the role of an invigilator and this is listed below:

An invigilator is the person in the examination room responsible for conducting the exam. They have “a key role in upholding the integrity of the external examination/assessment process”.

Invigilators should:

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

Invigilators must be familiar with the instructions outlined by the JCQ. They must give their full attention to conducting the exam properly and be able to observe each candidate in the exam room at all times. They must inform the Exams Officer if they have any concerns about the exam process.

Invigilators should also:

- Comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Participate in training, other learning activities and performance development as required.
- Attend and participate in meetings as required.

Full training for the role will be given to successful applicants.

This job description is a guide to the work you will initially be required to undertake. It may be reviewed from time to time to meet changing circumstances.

Person Specification

Casual Exam Invigilator

No	Categories	Essential	Desirable
QUALIFICATIONS & EXPERIENCE			
1.	<ul style="list-style-type: none"> • Good literacy/numeracy skills, GCSE or equivalent at grade C or above. 	◆	
2.	<ul style="list-style-type: none"> • Good level of education. 	◆	
3.	<ul style="list-style-type: none"> • Experience of working within a school would be desirable. 		◆
	<ul style="list-style-type: none"> • Experience of the educational system would be desirable. 		◆
4.	<ul style="list-style-type: none"> • Experience of working with secondary school aged students would be desirable. 		◆
KNOWLEDGE AND SKILLS			
5.	<ul style="list-style-type: none"> • Basic IT skills (familiar with use of email, use of mobile phone for messaging, etc). 	◆	
6.	<ul style="list-style-type: none"> • The ability to work autonomously and as part of a team. 	◆	
7.	<ul style="list-style-type: none"> • Strong inter-personal skills. 	◆	
8.	<ul style="list-style-type: none"> • The ability to relate well to students and adults. 	◆	
9.	<ul style="list-style-type: none"> • The ability to follow school procedures consistently. 	◆	
10.	<ul style="list-style-type: none"> • Maintain appropriate levels of safety, security and data protection within the working environment. 	◆	
11.	<ul style="list-style-type: none"> • Familiar with the JCQ instructions for conducting examinations would be desirable. 	◆	
PERSONAL QUALITIES			
14.	<ul style="list-style-type: none"> • Innovative with an abundance of common sense. 	◆	
15.	<ul style="list-style-type: none"> • Confident and authoritative. 	◆	

16.	<ul style="list-style-type: none"> Organised and efficient. 	◆	
17.	<ul style="list-style-type: none"> Reliable and punctual. 	◆	
18.	<ul style="list-style-type: none"> Polite and friendly with a flexible approach to work. 	◆	
19.	<ul style="list-style-type: none"> Calm and professional. 	◆	
20.	<ul style="list-style-type: none"> Good standard of English and spoken voice. 	◆	

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CONTACT US

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Telephone: 0121 533 3750

Please visit our website: <http://www.oldburyacademy.org.uk>