**Job Ref: 240/2026**

**Lead Exam Invigilator**
**£15.39 per hour (inclusive of holiday pay)**

**Support Exam Invigilator**
**£14.23 per hour (inclusive of holiday pay)**

The Sheffield UTC Academy Trust is currently looking to recruit sessional Invigilators for UTC Derby Pride Park as soon as possible. You will initially be required to work as and when required predominantly during our exam periods **January, May and June**, and then on an ongoing annual basis for exams as and when required.

The Lead Invigilator will be required to lead the examinations, reading the notices and ensuring the conduct of the examinations are in line with JCQ regulations.

A Support Invigilator supports the Lead Invigilators in the conduct of examinations and is expected to take an active role in the examination process under direction.

Any invigilators acting as scribe or reader will be paid at Lead Invigilator rate for that examination.

Lead Invigilators will also be required to help with the administration of the examination process. This may include production of seating plans, checking exam packs with invigilators, checking/sorting scripts for return to the Exams officer and general administrative work.  You may be required to undertake invigilation at short notice; this will be paid at the support invigilation rate. You will be expected to liaise with the support invigilators ensuring that the examinations start on time and that any problems are communicated to the Exams Officer.

Before commencing work you will be required to attend a paid induction session and complete an on-line training session (you will be paid a set amount of time to complete this).

The Sheffield UTC Academy Trust is an employer who values equality and diversity. We are committed to safeguarding and promoting the welfare of children. All recruitment procedures comply with Safer Recruiting and successful applicants will be required to have an enhanced DBS check.

**Closing Date:**       Midnight Sunday 15 March 2026
**Interview Date**:       Monday 23 March 2026

To apply please visit our website http://www.utcsheffield.org.uk/vacancies then follow the links to complete the online application.

For queries regarding the application process please contact the HR Team hr@utcsheffield.org.uk.
**Please note CVs are not accepted.**