

SHEVINGTON HIGH SCHOOL

Life is What You Make It!



Exam Invigilator

Application Pack



Ofsted 2026

"Staff enjoy coming to work here."

"They are positive about the support leaders provide to reduce their workload and improve their wellbeing."

"They appreciate the highly individualised professional learning they receive. This helps them to continually improve."

"Leaders, staff and pupils share the view that Shevington includes everyone. This ethos runs through every strand of school life."

Message from the Headteacher

Many thanks for your interest in this post and in joining Shevington High School. I hope the information in this pack gives you a clear sense of who we are, what we value and what it is like to work as part of our school community.

Shevington High School is a successful, popular, and ambitious 11-16 community school located in the village of Shevington, just three miles from Wigan town centre and only minutes from the M6 motorway. We are smaller than the average secondary school, which allows us to know our pupils well, build strong relationships and create a genuine sense of community. The school is oversubscribed, with strong demand for places.

Over recent years, Shevington has continued to grow and improve. There has been significant investment in the school, alongside a clear focus on raising standards, strengthening teaching, and learning, and ensuring that every pupil is supported to succeed. We are proud of the progress the school has made and remain ambitious for what comes next.

Shevington is a thriving and vibrant school with a clear commitment to inclusion, high expectations and continual improvement. We work hard as one team to support pupils from a wide range of starting points, helping them to achieve well academically and develop the confidence, character and skills they need for the future.

At the heart of our approach is the belief that pupils should be active participants in their own learning. We place student agency at the centre of school life through high-quality teaching, personalised support and a curriculum that is carefully planned, ambitious and responsive to pupils' needs. Our work in this area has been shaped over several years through our partnership with Kunskapsskolan Schools in Sweden, and we are proud to be recognised as a KED-inspired school.

We also have a well-established digital strategy that supports learning across the curriculum. Pupils use digital devices and Google Classroom to enhance their learning, develop independence and build the skills they will need in an increasingly digital world.

A distinctive feature of life at Shevington is our coaching programme. We see coaching as central to personalised learning and to helping pupils take ownership of their progress. Pupils meet regularly in small coaching groups, where they are supported to set goals, reflect on their learning, and develop the habits needed to become confident, independent and successful young people.

Shevington High School is a school with a strong sense of direction, a committed staff team and a deep belief in the potential of every pupil. If you share our values and are excited by the opportunity to contribute to the next stage of our journey, I would be delighted to receive your application.

Exam Invigilator

Hours: During mock exams and summer exams

Salary: Grade 3 (scp 3-5)

£12.85 - £13.26 per hour

Interviews: TBC

This is a highly successful School, which is totally inclusive. We pride ourselves on the delivery of high quality teaching, which enables all of our pupils to learn effectively. All of our staff, both teaching and associate, are valued and respected as true professionals.

We are seeking to appoint exam invigilators to join our friendly team in the running of all public and internal examinations at Shevington High School throughout the academic This a casual contract and working hours will be negotiated for each exam period.

- To be successful in this role you will have good attention to detail, be flexible and an excellent time keeper.
- Experience is not necessary as full training will be provided.
- Applicants should be computer literate.
- Applicants should be available during December, March, May - June on an ad hoc basis.
- The role of an Invigilator is key to ensuring Shevington High school examinations are managed efficiently and effectively, in line with procedures and processes
- Tasks include preparing exam rooms, distributing papers and stationery, advising candidates of exam conditions, observing students during the exam and ensuring that all regulatory requirements are adhered to.
- After the exam you are responsible for collecting exam materials and leaving exam rooms tidy.
- This role would suit someone who is confident, flexible and adaptable and is available during the exam series.

Salary & Benefits

In return, we offer:

- Children of staff are included as one of the priorities on our admissions criteria for those wishing to support an application for their child to the school.
- Enhanced Induction for all new staff
- Commitment to employee Health and Wellbeing including dedicated Employee Assistance Programme
- Rewards and Recognition Scheme
- Cycle to Work Scheme
- Dedicated Staff Wellbeing team and School Workload Chart

The school reserves the right to interview and appoint this position ahead of any advised application closing date should an appropriate candidate be found. Therefore, it is advisable to submit applications as early as possible.

As part of our safer recruitment procedures, an online search will be undertaken on shortlisted candidates in accordance with Keeping Children Safe in Education (KCSIE) 2026.

Applications to be returned to Lisa Thompson on email at ltompson@shevingtonhigh.org.uk or returned to the School Office for the attention of Lisa Thompson

Exam Invigilator

Job Description

Job purpose:	The core purpose of the role will be to supervise examination sessions in accordance with regulations and guidance as set out by relevant examination boards. Successful candidates will need to be available during exam periods which typically cover November – December and May - July. This is a casual role and successful candidates will be invited to work as and when available during the afore mentioned periods. We require our Exam Invigilators to possess an enthusiastic attitude, excellent time management and organisational skills, with the ability to be flexible, display professionalism at all times and handle confidential materials sensitively and appropriately.		
Reporting to:	Exams Officer and Lead Invigilator		
Responsible for - Staff	None		
Liaising with:	Teachers and support staff		
Grade of post:	G3	Gauge ref:	A23296
Disclosure level:	Enhanced		
Working Time:	Part time, during mock exams and summer exams		

Job Outline

- To supervise pupils participating in formal external examinations in accordance with Examination Board regulations
- To collect examination papers and other examination materials from the Examinations Officer
- To liaise with and follow instructions provided by the Examinations Officer and Lead Examinations Invigilator for each individual examination
- To check seating plans and help to seat students as per plan
- Set up and distribute any equipment required
- To ensure candidates leave personal belongings including mobile phones/electronic devices and any unauthorised items at the rear of the exam room in accordance with JCQ regulations
- To write necessary information on noticeboards such as start/finish times.
- To distribute examination papers to pupils
- To read out any relevant instructions to students and to start the examination
- To be responsible for the security of the examination papers and ensure every pupil sits the correct paper
- To ensure a register is completed and report absentees to the Examinations Officer
- To maintain an examination room log for each examination
- To ensure the examination starts/finishes on time and these times are recorded accurately

- To check all students have entered their details correctly on papers and tagged loose sheets together
- To report any technical issues and/or breach of examination rules to the Examinations Officer immediately
- To end the examination and collect in papers and other equipment • To dismiss the pupils in an orderly manner
- To collate papers in order and return to the Examinations Officer as soon as the examination is completed
- Communicate with other staff and students clearly and professionally.

Other Tasks

- Undertake training, update and review sessions as required
- Undertake all mandatory invigilator training and assessment for that academic year as required by JCQ, (prior to invigilating any exam in a new academic year)
- Undertake statutory annual safeguarding training
- To promote actively the school's corporate policies
- To carry out the duties in the most effective, efficient, and economic manner available.



Person Specification/Selection Criteria Pastoral Exam Invigilator - G3

A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Experience of working with young people aged 11 – 16 in a voluntary or other professional capacity	E		A, I, R
Understanding of relevant policies/codes of practice/legislation	E		A, I
Previous invigilation experience		D	A, I

B. Training and Qualifications

	Essential	Desirable	Source
Educated to GCSE level or equivalent (minimum) with GCSE in English and Maths	E		A, I
Up-to-date knowledge of education and examinations		D	A, I

C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source
Understanding of relevant policies/codes of practice/legislation	E		A, I
Good levels of literacy and numeracy	E		A, I
Possess excellent communication skills and have the ability to work with both staff and pupils	E		A, I
Understanding of relevant legislation	E		A, I

D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	Essential	Desirable	Source
Ability to work sensitively with others to build effective rapport and relationships with adults and children	E		A, I
Commitment to and ability to promote a positive ethos within the school	E		A, I
Be able to work calmly and effectively under pressure	E		A, I
Strong organisational skills with the ability to follow procedures accurately and pay attention to detail	E		A, I
Flexible and a readiness to undertake a wide range of tasks	E		A, I
Reliable & Punctual	E		A, I, R
Able to communicate clearly and professionally with students and staff	E		A, I
A clear commitment to the principles and practices of Keeping Children Safe in Education (KCSIE), equality and diversity and the safeguarding of children and young people	E		A, I
Demonstrates integrity, confidentiality and professionalism	E		A, I, R
Readiness to tackle unsatisfactory practice and total commitment to providing a high-quality service	E		A, I
Able to support computer-based exams		D	A, I
Literacy and numeracy skills equivalent to Level 2 - sufficient to carry out exam invigilation duties.	E		A, I

E. Legal Issues

	Essential	Desirable	Source
Legally entitled to work in the UK	E		A, I

How to Apply

1. Read carefully all the information about this post
2. If you have any questions, please do not hesitate to telephone or email Lisa Thompson, PA to Headteacher/Office Manager on email ltompson@shevingtonhigh.org.uk.
3. Complete the application form as fully as possible. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet. Please note that your application form will be photocopied for the Selection Panel, therefore clarity is essential. It is important that you do not leave any gaps in your career history – any gaps in employment should be fully explained please.

Send your completed application form by email (if downloaded from our website) to Lthompson@shevingtonhigh.org.uk or through the post to: Mrs L Thompson, Shevington High School, Shevington Lane, Shevington, Wigan, WN6 8AB

