



**CROWN HILLS**  
COMMUNITY COLLEGE  
*A Specialist Sports College*

# Appointment Information

## Exam Invigilator



Crown Hills Community College  
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Tel: 0116 273 6893  
office@crownhills.leicester.sch.uk  
crownhills.com





Dear prospective applicant,

Thank you for expressing an interest of the vacancy of exam invigilator at our college. To support us on our journey to becoming a great college, we are looking for key individuals to join our dedicated exam team. We require invigilators to work during the main exam series during January and June of each year but also during internal examination at other points. The exam invigilators play a key role in ensuring the delivery and administration of exams in conjunction with the JCQ guidelines.

The key individuals will support the exam team in this specialist area. This is, therefore, an exciting opportunity to play an integral role in developing the School's vision and for enhancing the quality of education for our students.

In the top 12% of schools nationally, Crown Hills Community College blends a 70-year history of inclusive education with an innovative, forward-looking approach to providing a state education like no other to 1,500 students from inner city backgrounds.

To be successful, the appointee will show their willingness to support our college and its vision. How we lead is as important as the direction we are taking staff in. We have 200 staff and 1500 students, so your ability to work with different groups of people in a dynamic environment is paramount and a key part of the role.

Over the past three years the college has changed significantly not only in its performance but in the way it operates. We are not interested in the OFSTED grade or judgement and it is not something that we use to threaten staff with nor do we use it to set policy. We do what is best for the staff and the students underpinned by a set of clear values and we trust that everything else will take care of itself. I would therefore urge you to visit us and to look at our website and the video about what it is we stand for and why you would want to join us - <https://www.crownhills.com/join-us/>

The College has been serving the community since 1950 and continues to be a Good school after last being inspected in May 2019, where as an institution, we were on the cusp of being outstanding.

I want us to be at the forefront of educational excellence because we want to provide the best educational experience possible for the children in our care. This is extremely difficult in a climate of ever increasing accountability and diminishing resources. However, I sincerely believe that if we lead this community by staying true to our values then it is possible.

I have therefore spent time with staff exploring what it is we stand for and after a school wide consultation have decided that ASPIRATION, COMMITMENT AND SUCCESS are the three key drivers that will support the development of our pupils.

Further information about the college's aims and values can be found on our website at [www.crownhills.com](http://www.crownhills.com) We expect applicants to be committed to equal opportunities, multi-cultural education and team-working. Crown Hills has a strong commitment to C.P.D. This is an excellent place in which to further a career in leadership.

We are very clear that the gender, background, colour, poverty, wealth or social status of a child should have no bearing on how well they perform and staff here work extremely hard in trying to close that gap between the different groups of pupils. We want to build a learning community that is built on trust and continuous professional development.



If you have high aspirations for children from deprived backgrounds and want to support them to be the best they can be within the exam environment, we would love to hear from you.

Please read the attached job description and person specification. If you are interested in applying, please fill in the application form available on our eteach portal, <https://www.eteach.com/jobs/crown-hills-community-college-jobs-9453/?oo=ag> please include e-mail addresses of all referees, together with a letter of application (no more than 2 sides of A4, font 12) outlining your skills, qualifications and experience relevant to this post by Monday 23rd February at 9am. Please include your cover letter in the supporting statement section.

I look forward to meeting you and receiving your application.

All appointments will be subject to references and pre-employment checks.

*Yours sincerely,*

A handwritten signature in black ink, appearing to read "F Adam". The signature is fluid and cursive, with a long horizontal flourish underneath.

Mr F Adam  
(Principal)

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# JOB DESCRIPTION

Job Title: Exam Invigilator	11-16	Maintained
College: Crown Hills Community College	Salary: £12.65 per hour	
Reports to: Principal/ Line Manager: Exams Officer		
Term: By negotiation during exam seasons 8.30am start for morning exams 12.45pm start for afternoon exams.		

Exam seasons this summer :

Y10 Formal Assessments: 20th April 2026 – 1st May 2026

Summer GCSE Exams: 5th May 2026 – 18th June 2026

## KEY POINTS

- Experience of invigilation is not required as training in the role and duties of 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

## MAIN DUTIES

- 1.To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Crown Hills Community College instructions.
- 2.To play a key role in upholding the integrity of the examination/assessment process

## BEFORE EXAMS

- To report to and be briefed by the exams officer prior to each exam session
- To keep confidential exam papers and materials secure before, during and after exams
- To ensure exam rooms are set out according to the instructions
- To admit candidates into exam rooms
- To identify, seat, and instruct candidates in the conduct of their exams
- To distribute the correct exam papers and materials to candidates
- To deal with candidate queries

## DURING EXAMS

- To supervise and observe candidates at all times and be vigilant throughout exams
- To keep disruption in exam rooms to a minimum
- To deal with emergencies or irregularities effectively
- To record/report any incidents, disruption or irregularities
- To complete attendance registers
- To deal with candidate questions according to the regulations

## AFTER EXAMS

- To instruct candidates in finishing their exams and to collect exam scripts
- To dismiss candidates from the exam room
- To check candidates' names on scripts match the details on the attendance register
- To securely return all exam scripts and exam materials to the exams officer

## OTHER

- To attend training, update or review sessions as required
- To undertake, where required and where able, other duties requested by the exams officer, for example
- Supervision of 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

## PERSON SPECIFICATION

No.	CATEGORIES	Essential/ Desirable	Assessed by:	
			Application Form	Interview / Task

### SKILLS KNOWLEDGE AND EXPERIENCE

1	GCSE English and Maths Grade C or above, or equivalent qualification.	D	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Basic IT Skills (familiar with use of email, mobile phone messaging etc).	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3.	.Have effective communication skills and good interpersonal skills.	E	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.	Be able to give instructions and manage situations involving different groups of people.	E	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.	Be confident and a reassuring presence to candidates in exam rooms.	D	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### EQUAL OPPORTUNITY

6.	Must be proactive in promoting the Equal Opportunity policies of the school in all aspects of work.	E	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7.	Understands the needs of all students and the relevance to the exams they are sitting.	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

## ATTITUDE, MOTIVATION AND ABILITY

8.	Able to show hunger for the role.	E	✓	✓
9.	Able to demonstrate humility.	E	✓	✓
10.	To be patient, supportive and caring.	E	✓	✓
11.	Able to set an example of high standards in your role, relationships with colleagues and in your expectations of students .	E	✓	✓
12.	Able to plan, organise and communicate effectively.	E	✓	✓
13.	Able to be part of a team and use your own initiative.	E	✓	✓
14.	Able to work with guidance, but under limited supervision.	E	✓	✓
15.	Able to form positive, professional relationships with students.	E	✓	✓
16.	Commitment to improve.	E	✓	✓
17.	Able to report to different groups and meet appropriate deadlines.	E	✓	✓
18.	Appropriately trained in safeguarding and able to demonstrate how to deal with keep children safe .	E	✓	✓