



Leehurst Swan School

**Exam Invigilator**

Candidate Pack

# THE SCHOOL

Leehurst Swan is a leading co-educational independent day school based in the city of Salisbury, Wiltshire.

At Leehurst Swan, our pupils are at the heart of everything we do. We recognise the uniqueness of each child and it is our privilege to guide them on the road to discovering their talents and achieving their true potential. We offer a family-friendly, nurturing environment and a broad and varied education which both stimulates and challenges. We seek to encourage a true enthusiasm for learning, and to help pupils grow in knowledge, wisdom and understanding.

We have been educating children on this site for over 100 years and our academic record is very strong. However, we also firmly believe learning should be imaginative and fun, and we place learning and laughter at the heart of all that we do. We are a small school, which allows us to provide individual attention, exciting opportunities and creative activities for all our children, so they can find their voice and receive the best preparation for their future beyond school.

Leehurst Swan School has a truly unique offering and a warm and authentic family feel where every member of the community is encouraged to 'Find Your Voice'.

## THE ROLE

We are looking for exam invigilators to join our team, to ensure the smooth running of GCSE exams in the Upper School. These are ad-hoc positions (zero hours contracts), but applicants must be available during the key exam period.

## APPLICATION PROCESS AND IMPORTANT DATES

Applicants should download and complete the application form on the school website [www.leehurstswan.org.uk](http://www.leehurstswan.org.uk) and

- Write a covering letter highlighting any strengths and reasons for applying for the post;
- Submit a completed application form

The application form and covering letter should be emailed to the Executive PA to the Headmaster, Mrs Rosie Orchard [patohm@leehurstswan.org.uk](mailto:patohm@leehurstswan.org.uk), for the attention of the Headmaster, Mr Clive Marriott.

Leehurst Swan School is committed to safeguarding and promoting the welfare of children and young people. All our staff are trained in child protection and work within the staff code of conduct and whistle blowing policies.

Applicants must be willing to undertake a full enhanced DBS check, complete a health declaration form and be willing to undertake any screening for child protection reasons.

Closing Date for Applications: Friday 13<sup>th</sup> February 2026

Start Date: TBC depending on availability and exam dates

# Exams Invigilator

## Job Description & Duties and Responsibilities:

- The role of an invigilator is to ensure the examinations are conducted according to JCQ and Cambridge International instructions.
- Each invigilator will have a key role in upholding the integrity of external examination processes.
- Exam invigilators are booked with the PA to the Headteacher and are responsible to the Exams Officer.
- All invigilators are required to undertake current invigilator training, which will be booked and organised through the Exams Officer.
- All invigilators are responsible for ensuring the security of the examination, before/during/after the examination, preventing possible candidate malpractice and preventing possible administrative failures.
- All invigilators are required to report to the Exams Officer prior to the start of each exam.
- All invigilators are expected to identify, seat and instruct candidates in the conduct of their exams, to distribute exam papers and materials and to deal with candidate queries. Invigilators should also be able to identify candidates with access arrangements.

Whilst every effort has been made to identify the main duties and responsibility of this post, each individual task may not be highlighted. This is not an exhaustive list of duties; they may vary from time to time without changing the general character of the job or the level of responsibility. A degree of flexibility and adaptability is an important element of the role.

## Person Specification

No essential experience is required however it is desirable to have previous experience of working in an educational establishment. All successful candidates will be required to undertake safeguarding/ pre-employment checks.

- Experience in working with KS4 children preferable
- Good literacy, numeracy and IT skills with good written communication skills
- Ability to adhere to defined standards
- Commitment to the highest standards of child protection and safeguarding
- Be a confident and reassuring presence to candidates in the exam room

## **Personal attributes**

- Professional and flexible approach to work;
- Good organisational, record keeping and planning skills;
- Well-motivated
- Able to communicate effectively with children and colleagues
- Able to meet the physical demands of the post;
- Calmness, efficiency, and the ability to work under pressure;
- Positive and can-do attitude.

## **Hours:**

Hours are booked on an ad-hoc basis when required. For morning exams starting at 9am, invigilators would be required to be on site by 8:30am. For afternoon exams starting at 1:00pm or 1:30pm, invigilators would be required to be on site by 12:30pm or 1pm. There may be occasions where centre supervision is required, needing more flexible hours, this will be discussed with the Exams Officer.

A formal contract, detailing terms and conditions, will be extended following completion of all safeguarding/ pre-employment checks.

Leehurst Swan School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.