



Barnard Castle School
ESTD 1883



Exams Invigilator

For January 2027

Welcome from the Bursar

Dear Candidate,

Barnard Castle School is seeking to appoint new staff to join our dedicated and hard-working team of invigilators.

The team are responsible for setting up and running all internal and external exams in line with National Guidelines.

We are looking for team members who are patient, with a professional attitude, excellent communication skills and a sharp eye for detail.

Whether they are guiding students to their seats, monitoring the exam room, or ensuring that procedures are followed, the Exam Invigilators will be a reassuring presence, helping everything to run smoothly.

Experience is preferred, but not essential, as training will be given, but any applicant should be trustworthy, highly reliable and diligent, with the ability to be available regularly during the main exam periods.

If you feel that you could fulfil this role, we look forward to hearing from you.

With kind regards

Suzanne Metcalf

Bursar



About Barnard Castle School

Barnard Castle School is a place where young people discover who they are and what they can become. They develop intellectually, socially, emotionally, and morally. Our students do not just leave with results; they leave ready for life.

We are proud to combine high standards of academic achievement with a deep focus on personal growth. Whether they are trying something new, bouncing back from setbacks or standing up for others, our pupils learn that success is about more than outcomes. It is about character.

At Barney, we teach our students how to think, not what to think. We help them go further by helping them understand who they are. We believe in nurturing pupils who are confident and kind, ambitious, and grounded. This is not a school that chases perfection, but one that fosters courage, humility, and resilience.

Our operational staff play a significant role within the school, and every member of staff is a valued member of the wider community.

Job Description

Job Title: Exams Invigilator

Reporting to: Examinations Manager

Role Type: Part Time, Seasonal

Start Date: January 2027

Location: In School

Please note, due to examination regulations, individuals with parental responsibility for pupils at Barnard Castle School are unable to apply for this position.

Role Summary:

To provide an efficient and effective invigilation support service to the School examination department and ensure the integrity of its examinations.

The exam schedule is as follows:

Beginning of January for mock exams.

One week (approximately) in November for November examination series.

April to June for Summer examination series – we would ask for as much availability as possible.

Additional days throughout the school year as required for exams and assessments.

Key Responsibilities

- Responsible for the supervision of students during examination periods including seating of students within the exam environment.
- Responsible for confidential documentation and information relating to students.
- Responsible for ensuring the security and integrity of examination papers / scripts, equipment and stationery.
- Ensure all scripts and examination stationery are collected and checked at the end of each examination.
- Return scripts and associated documentation and equipment to the Examinations Officer or other delegated officer.
- Promote a positive and calm working environment for all students and treat all pupils and colleagues with professional respect.
- Report any security concerns to the Examinations Manager.
- Monitor candidates throughout the duration of the exam and maintain silence.
- Responsible for all health and safety issues including knowing how to deal with emergencies in examination conditions, including evacuation routes from the building.
- To attend any training courses relevant to the post, ensuring continuing personal and professional development.
- Working as part of a team.
- Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude.

The post holder may undertake any other duties that are commensurate with the post.

Candidate Specification

- Good literacy and numeracy skills
- Experience of working with a range of different people
- Customer care skills
- Familiarity with JCQ code of conduct publication
- Works under the direction of the Senior Invigilator / Examinations Manager
- Supervise examinations
- Works closely with colleagues
- Dealing with queries from staff and pupils relating to examination scripts and procedures
- Able to handle conflict tactfully
- Required to work as part of a team under supervision
- May be required to supervise examinations alone, but always under supervision
- Any problems or issues which arise will be referred to the Examinations Manager or designated officer



- Works to exam timescales
- May need to remain standing for extended periods of time
- Need to remain alert during examination periods
- Handling information in the form of examination papers / scripts
- May be required to distribute and collect stationary

As a member of Barnard Castle School staff:

- Demonstrate consistently high standards of professionalism, reliability and conduct.
- Build positive and respectful relationships with pupils, parents, colleagues and visitors.
- Communicate clearly, professionally and sensitively.
- Support an inclusive, welcoming and collaborative working environment.
- Promote the School positively to current and prospective families and visitors.
- Support and uphold the School's policies, including safeguarding, confidentiality and data protection.
- Take an active interest in School life and contribute ideas for improving the way we work.

Support and Professional Development

The Exams Invigilator will be supported by the Examinations Manager

This job description outlines the principal duties and responsibilities of the role. It is not intended to be exhaustive.

Terms and Conditions

Type: Part: Time, Seasonal, Temporary Contract

Hours: Dependent on the exam schedule and individual's availability

Hourly Rate: National Minimum Wage

Recruitment Process

Enquiries

If you have any questions about the role in advance of applying, please contact the Examinations Manager, Charlotte Galvin, CLG@barneyschool.org.uk who will be pleased to have an informal discussion.

The School offers the use of our gym, sports facilities and swimming pool, free meals during term time, free parking, and access to various social activities throughout the year.



Applications

If you feel that you can meet the above requirements, then please submit a letter of application along with the Barnard Castle School application form to the Bursar. Only applications containing the requested information will be considered.

Applications should be sent to:	
Mrs S M Metcalf Barnard Castle School Barnard Castle County Durham DL12 8UN	Telephone: 01833 696098 Email: hr@barneyschool.org.uk
Application Dates:	Deadline for applications: Will be considered as they arrive Interviews in School: To be confirmed

Applicants should read carefully the application procedure – guidance for applicants, Policy on the Recruitment of Ex-offenders and the Disclosure policy and the Safer Recruitment policy.

*Barnard Castle School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974, and all applicants will undergo child protection screening, including checks with past employers and an enhanced DBS and Barred list check with Disclosure and Barring Service.
Barnard Castle School is an equal opportunities employer.*

