

**LATHOM**  
HIGH SCHOOL

September 2025



# EXAM INVIGILATORS RECRUITMENT



*Work hard,  
be kind*



**LATHOM**  
HIGH SCHOOL

Glenburn Road, Skelmersdale,  
Lancashire WN8 6JN

Tel: 01695 725653

Headteacher: Mr P. W. Livesley (BA Hons, NPQH)



### **Exam Invigilator**

We are seeking to extend our external exam invigilation to support the rigorous and stringent standards for both internal and external examinations. The ideal candidate will be well organised, excellent communicator and be both reliable and flexible. Whilst experience is preferred, full training will be provided for the successful candidate.

Although the role is ad-hoc and term time only, hours will be agreed with the successful candidate in advance and there will be an opportunity to work regularly during the school's examination periods.

The main purpose of the role is to supervise examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed before, during and after examination sessions.

For further information, please see the job description.

To apply for this position please complete an application form and return your completed application form to:  
[c.brooke@lathom.lancs.sch.uk](mailto:c.brooke@lathom.lancs.sch.uk)

Closing Date: Tuesday 4 November 2025

Proposed Interview date: Friday 7 November 2025

For an informal conversation or to visit school prior to the closing date please contact: Jen Hongkins, Deputy Headteacher.

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If successful you will be required to apply to the Disclosure and Barring Service (DBS) for a 'disclosure'. Information provided by you or the Disclosure and Barring Service will be dealt with in a confidential manner in accordance with the DBS's Code of Practice. You may view the Code of Practice on the DBS website at [www.gov.uk/dbs](http://www.gov.uk/dbs) or alternatively a copy is available on request.

Email: [enquiries@lathom.lancs.sch.uk](mailto:enquiries@lathom.lancs.sch.uk)

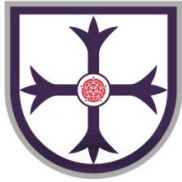
[www.lathomhighschool.org](http://www.lathomhighschool.org)

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### **JOB DESCRIPTION**

Job Title:	Exam Invigilator
Responsible to:	Data, Assessment and Exams Officer
Staff Responsible for:	N/A
Salary:	£12.21 per hour
Hours:	Variable
Disclosure Level:	Enhanced

### **Aim:**

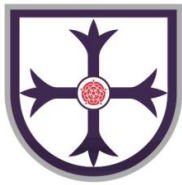
The main purpose of this role is to supervise examinations and ensure guidelines and regulations set out by the exam boards are followed before, during and after the examinations.

**Duties** include, but are not limited to the following:

- To ensure a calm environment to give candidates the best possible exam experience
- To set up the examination rooms as determined by the Data and Exams Manager
- To be aware of any needs that candidates may have during an examination
- To ensure that no appropriate/banned items are brought into an examination room
- To ensure that candidates follow regulations of an exam room and to be vigilant at all times
- Ensure all candidates are aware of the exam information and of any exam notices that may affect them
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- To ensure all candidates are seated accordingly to the seating plan provided
- To ensure all candidates receive the correct exam question and answer papers
- To record attendance on the appropriate attendance register
- To ensure that there is no talking or disruption for the candidates once an exam has started
- To ensure answer papers are collected, sorted into candidate number order and supervised as required, passing them safely to the Exams Manager for dispatch to the exam boards

### **Knowledge/skills/abilities**

- Reliability, punctuality and a flexible approach to work
- Ability to relate to candidates yet maintain an air of authority
- Ability to be firm, fair and impartial at all times
- Ability to work as part of a team and alone if necessary
- Accuracy and attention to detail
- Ability to keep calm under pressure and when faced with unforeseen circumstances
- Common sense and initiative
- Ability to judge when a decision is not yours to make



- Ability to communicate with candidates and members of school staff clearly and accurately
- Ability to work to strict instructions
- Effective oral and written communication skills
- To promote the School's Equal Opportunities policy in carrying out all areas of the post.
- The postholder should have the ability to form and maintain appropriate relationships and personal boundaries with children and young people, in safeguarding and promoting their welfare.
- To have due regard to the Health & Safety at Work legislation in carrying out all aspects of the post.

### **School Ethos and vision**

All staff are expected to contribute to the school's mission of '**PROUD**'

### **Appraisal**

We are committed to providing a relevant performance management process for all staff. We expect all employees to contribute to the Appraisal Process.

### **Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

### **Health and Safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

### **Safeguarding Commitment**

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### **Absence Management**

It is expected all staff adhere to the schools Absence Management Programme.