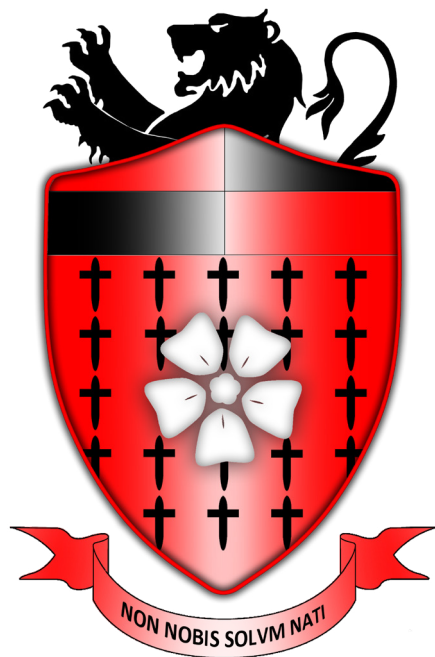


Hornsea School & Language College



Applicant Pack

Examination Invigilator

Pay Grade 2A - £12.85 p/hr

Casual hours

As our student numbers continue to grow, we are looking to expand our team of examination invigilators. The successful candidates will be employed on a casual basis, as and when required, during the school year to supervise students taking public and internal exams. You may be required to work in various capacities within the school (as part of an invigilation team, a small group or in a one-to-one capacity). You may also have the opportunity to conduct invigilation in a student's home for those who have special circumstances.

Successful candidates will work as part of a team and should be organised, efficient and reliable with a good level of written and verbal communication skills. We are looking for people who are able to work in what can be a stressful environment with a great deal of calm and empathy. Experience in exam invigilation is useful, but not essential as full training will be provided.

If you feel you have these qualities and are passionate about making a difference to the lives of young people then we would love to receive your application.

We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. We require the successful candidate to undertake an enhanced criminal records check via the Disclosure and Barring Service.

For further information and to apply, please email exams@hslc.co.uk.

Closing Date: 9.00am, 30th November 2025

Dear Applicant,

On behalf of the Governing Body, I would like to thank you for the interest you have shown in our vacancy for the post of Exam Invigilator.

Contained within you will find the Job Description and Person Specification, as well as general information about HSLC. You can access further information about our school and sixth form by visiting our website; www.hslc.co.uk or our social media pages; Facebook – Hornsea School & Language College, Instagram – [hslc_official](#) or Twitter – [@hornseaschool](#).

HSLC is a supportive and vibrant place to work and has been graded as 'Good' by Ofsted since 2005, with our most recent inspection being in November 2021. We are unapologetically ambitious for every child, no matter what their background, prior attainment or needs and are committed to providing the highest possible standard of education for all students of all abilities. We believe that everyone who attends our school can, and should, achieve success and that by promoting a culture where all associated with the school can learn and develop as individuals, we will all be proud to be associated with it.

We have a very talented and dedicated team of staff who, at all times, constantly strive to ensure that our students realise their full potential. I ask all students and staff to be useful and kind and engage with our effective centralised behaviour system, which ensures consistency and rewards good behaviour. Our school is a calm and enjoyable place to both study and work within.

We actively encourage and value parental involvement. HSLC has transformed over the last decade and I strongly believe that parental involvement, and appointing the very best staff, has been key to this. As a result, we benefit from an excellent reputation both within the local community and the wider East Riding. Our school is much more than just what goes on in the classroom and this goes some way to explaining why we are a "School of Choice" and why both our school and sixth form is continuing to grow.

We believe we are at the start of a very exciting journey for both our students and staff and, therefore, this is an excellent time and opportunity to be joining HSLC. If you are determined about making a difference to the lives of young people; are keen to develop effective ideas for continuous improvement and are ambitious in developing your career, then we would love you to join us and look forward to receiving your application for the post of Pastoral Manager: Targeted Family Support.

Please submit your completed application form to exams@hslc.co.uk.

Once again, thank you for your interest in this post.

Yours sincerely



Steve Ostler
Headteacher



HORNSEA SCHOOL & LANGUAGE COLLEGE

Examination Invigilator – Job Profile

Reporting to:	Examinations and Data Officer
Pay Grade:	2A
Hours of Work:	Casual work as agreed with the Examinations and Data Manager

Overall Purpose of the Post: To support the Examinations Team with the effective and secure day-to-day operation of examination venues.

Key responsibilities:

- Assist with setting up examination venues by laying out stationery, equipment and examination papers in accordance with the outlined procedures.
- Assist candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues.
- Give clear instructions to all candidates
- Ensure that candidates do not talk once inside the examination venue and continue to observe each candidate in the examination room at all times
- Invigilate during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures.
- Check attendance during examinations;
- Escort candidates from the examination venue during the examinations as required, and supervise candidates whilst outside the examination venue.
- Collect and collate scripts at the end of the examination in accordance with strict procedures.
- Assist with the preparation of script envelopes;
- Supervise candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner.
- Prevent possible candidate malpractice and possible administrative failures
- Inform the Examinations Officer of any suspicious matters arising before, during or after the examination.

Generic staff responsibilities:

- To uphold the professional standards expected of every member of staff in all dealings with colleagues, students, parents/carers and the wider community.
- To play a full part in the life of the school community; supporting and promoting its mission, ethos and values and complying with policies and procedures.
- To actively contribute to the continued development of the school by attending training, participating in relevant meetings and putting forward ideas for improvement.
- To be jointly responsible for promoting and safeguarding the welfare of students.
- To promote equality, diversity and inclusion and demonstrate this within your role.
- To be responsible for your own health & safety, as well as that of others.
- To ensure the confidentiality and security of all the school's data, documentation and information.

Skills required for the role:

- Effective oral and written communication skills
- Good numeracy skills
- Good IT and administrative skills
- Good organisational skills
- Ability to work as a member of a team
- Ability to think clearly and make correct decisions in the event of an emergency in the exam room

Personal attributes

- Accuracy and attention to detail
- Ability to relate to students
- Ability to work under pressure and to tight deadlines
- Ability to adhere to rules and regulations
- A positive role model for young people and colleagues with a commitment to promoting and safeguarding the welfare of students
- Commitment to the school's ethos and actively promoting the policies and procedures of the school

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.



HORNSEA SCHOOL & LANGUAGE COLLEGE

Person Specification – Examination Invigilator		
Qualifications and Training	Essential	Desirable
<ul style="list-style-type: none"> • Good basic level of education • Willingness to undertake invigilator training • Willingness to undertake safeguarding training 	✓ ✓ ✓	
Experience	Essential	Desirable
<ul style="list-style-type: none"> • Experience of working under pressure and to deadlines • Experience of working in a team • Experience of working in a role with 11-18 year olds 	✓ ✓	✓
Skills and knowledge	Essential	Desirable
<ul style="list-style-type: none"> • Good communication skills, both written and verbal • Good numeracy and literacy skills • Good IT skills • Be aware of and comply with policies and procedures relating to safeguarding, security, confidentiality and GDPR, reporting all concerns to an appropriate person • Effective time management and organisational skills. 	✓ ✓ ✓ ✓ ✓ ✓	
Personal Attributes	Essential	Desirable
<ul style="list-style-type: none"> • Energy, enthusiasm, optimism and ambition. • The ability to remain calm when working under pressure. • High standards of professionalism in all areas with a willingness to accept responsibility and respect confidentiality • Ability to build and maintain positive relationships through effective interpersonal skills • Effective Team player • A positive role model for young people and colleagues with a commitment to promoting and safeguarding the welfare of students • Commitment to the school's ethos and actively promoting the policies and procedures of the school • Flexible approach to working hours to ensure the needs of the school are met • Personal impact and presence to inspire respect and confidence in pupils, colleagues and parents. 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	

The above requirements will be measured through a range of methods including application form, interview process, references and Enhanced Disclosure and Barring Service (DBS) check.

HSLC the facts and figures

We have approximately 1200 students on roll, of which around 140 are in our Sixth Form. The geographical area served by the school is large and continually expanding, and a number of our students arrive by bus. The majority of our students come from our associated feeder schools which are Beeford, Brandesburton, Leven, Long Riston, Hornsea Burton, Hornsea Community, Sigglesthorne and Skipsea. In addition, the level of interest we are receiving from the wider area is rapidly increasing, resulting in us having our highest ever number of out of catchment students.

- Rated Ofsted "Good" since 2005
- Our most recent results showed sustained improvement, with a Progress 8 score of -0.3 in 2024 – itself an improvement on the year before. We are proud to maintain a fully inclusive and broad curriculum, and remain confident that this upward trend will continue.
- Our latest ALPS score of 4 places us in the top 40% of Sixth Forms and colleges nationally, reflecting the strong progress made by our post-16 students.
- Almost two-thirds of our Year 11 students achieved grade 4 or above in both English and Maths in 2025.
- 50% of our Year 11 students were entered for the Ebacc, significantly above the national average, reflecting our ambition and the strength of our academic provision.

MISSION:

- Actively Working to Broaden Horizons

VALUES OF THE SCHOOL:

- We recognise the vital importance of positive relationships that are founded on fairness, tolerance, mutual respect and trust;
- We believe in being open and honest with each other, and supporting each other;
- We want everyone to be able to contribute, and everyone to have the opportunity to fulfil their potential.

AIMS OF THE SCHOOL:

- To provide a safe, supportive and positive environment which underpins strong attitudes to learning where students can thrive.
- To ensure a culture and ethos that supports our students wanting to come to school to learn, not only for purpose (which includes examination outcomes) but also to promote a genuine love for learning, enquiry and discovery;
- To prepare our students so that they will become positive contributors to society with the skills and knowledge to make informed choices.



10 reasons to join team HSLC

1. 100% of staff said they were proud to be a staff member of HSLC (Autumn 2020);
2. You will receive support and line management from an experienced leadership team, with 100% of staff saying that the Senior Leadership Team are visible and approachable (Autumn 2020);
3. We have a highly effective centralised behaviour system (Positive Discipline) which ensures consistency and rewards good behaviour – there is minimal low level disruption in classrooms meaning you can make a real difference to our students in your job role;
4. There is a strong staff community and positive team culture which includes regular social events;
5. 100% of staff said that they understand the ethos of the school and that we are all working towards a shared vision and standards (Autumn 2020);
6. We realise that our staff are our biggest asset and we are committed and dedicated to their continuing professional development;
7. 100% of staff said that communication across the school is clear and effective (Autumn 2020);
8. We adopt subject specific policies that are focused on what is right for you as a department - we do not have bureaucratic and onerous policies;
9. 100% of staff that trained with us in 2019 said they were likely to apply to work at HSLC.
10. Access to an attractive benefits package including corporate discount at East Riding Leisure, discount card which can be used at a number of local and national businesses and access to either the Teacher Pension Scheme or Local Government Pension Scheme.



“ I really enjoy working here, everybody is so friendly. I couldn't wish for a better workplace.”
Miss Sanders, Teaching Assistant,
started September 2020

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Hornea
HU18 1DW

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www.hslc.co.uk

A large, abstract red graphic in the bottom right corner, consisting of several overlapping triangles and polygons in various shades of red, creating a dynamic, geometric shape.