

Hills Road Sixth Form College

Appointment of: Exam Invigilators

Location: Cambridge



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the
future**





Welcome from the Principal

Thank you for your interest in Hills Road Sixth Form College and in this post. We really hope that the information in this booklet will support you in making an application to our College and will provide all you need for deciding whether our College is right for your next career step. We hope it is!

Choosing an institution where you find a fit in terms of ethos and values is hugely important. Hills Road Sixth Form College enjoys a strong national reputation, having topped Sixth Form College performance league tables for outcomes since their inception over twenty-five years ago. But that doesn't make us complacent. We still want to evaluate and improve the ways in which we work with young people to get the best for them and from them, whatever that might take.

We are therefore looking for a colleague to join us who shares that drive and wants to ensure that the department they are joining continues to achieve excellent outcomes. Everything we achieve relies on the quality and commitment of our staff team, whatever their role in the College, and we are keen to recruit colleagues for whom excellence comes as standard. We also want you to continue to grow professionally while you are with us and will explore with you ways in which we can support that development. Through the application and interview process, we'll be keen to understand your ideas and approaches to supporting delivery of the best educational outcomes at this specialist A level college.

As a busy, vibrant community with around 2,900 young people, there's always a great deal going on and lots to be part of and take part in. Extra-curricular opportunities abound and we hope you will want to get involved with the extraordinary range of activities that is on offer. We have an on-site sports centre, including a fully equipped gym, plus squash and tennis courts, to which all staff colleagues have free membership, and our staff wellbeing programme includes access to on-site talking therapy, fitness and relaxation sessions. If you would like to talk through a prospective application or to explore the College's ethos and values a little more, please don't hesitate to make contact for an informal chat.

Finally, I do appreciate the time commitment involved in completing a job application and, if you do decide to apply, can I thank you for the investment of time you have chosen to make. Whatever the outcome, can I wish you all the very best with your future career, wherever that may be.

With very best wishes

Jo Trump
Principal

Exam Invigilators

Contract: Casual zero hours

Actual hours required:

- A session is either a morning or afternoon, typically from 7:45 to 12:00/12:30 or 12:30 to 16:30/17:00. Applicants must be able to attend the sessions in full.
- The College will interview applicants who can offer a **minimum of ten sessions** (covering the times above) during May/June exam seasons of which four will be deemed compulsory on key dates. Please confirm that this is the case in your application letter.

Salary:

- Invigilators: £12.83 per hour, plus holiday pay
- Opportunity to progress to Senior Invigilator for suitable candidates after one years' service.

The College wishes to recruit additional Invigilators to join the team, for the 2026 January and May/June examination seasons in the first instance. Full training will be provided. Working within the team, you will supervise candidates for exams in particular venues for agreed morning, afternoon or full-day sessions.

Closing date: Thursday 1st January 2026 at 9.00am

Interviews: Week commencing 5th January 2026

Details and an application form for the above post may be obtained from our website <https://www.hillsroad.ac.uk/about-us/current-vacancies>

The College is committed to safeguarding and promoting the welfare of its students and staff and expects all members of the College community, volunteers and visitors to share this commitment. The College actively promotes equality and diversity and welcomes applications from all sections of the community.

Information for applicants

The Post

The College is seeking to appoint Invigilators on a casual basis to support the work of the Examinations Team.

Each year group at the College has around 1500 students, who are entered for 3 or 4 A Levels and the Extended Project Qualification, in addition to their internal and mock examinations. We also serve as an exam centre for private candidates. Thus, the examinations team oversees the planning and delivery of over 16,000 examinations and assessments each year. Invigilators play an important role in ensuring that exams are conducted according to Joint Council for Qualifications and College regulations and in a manner which provides candidates with the best opportunity to demonstrate their full potential.

This is a casual post. Most of the work is available in May and June, with some work in October, November, February and at other times. Invigilators are asked to submit available dates within these periods and are then booked for half or full day sessions. At least one paid on-site training day takes place during each academic year, with occasional 1 hour paid online training courses undertaken from home.

Relationships with other posts

The line manager for this post will be the Examinations Officer. The Examinations Team comprises:

The Examinations Officer: who leads the Examinations Team in the management of all aspects of public examinations, with the principal task being the provision of an accurate and high-quality service responsive to service user needs and consistent with awarding body regulations.

Deputy Examinations Officer: who supports the Examinations Officer in numerous ways, takes the lead in specific areas and is able to assume leadership of the team in the absence of the Examinations Officer.

Assistant Examinations Officers: who support the Examinations Officer with the arrangements for examinations, including responding to enquiries and taking the lead in specific areas.

Principal Invigilators: who coordinate and oversee the arrangements for public and internal examinations in designated venues as a member of the Examinations Team.

Senior Invigilators: who deputise for the Examinations Team and Principal Invigilators when they are not present in examination venues and assist the Examinations Officer and Principal Invigilators when they are present.

Invigilators: who invigilate examinations under the direction of the Team and in accordance with the regulations governing examinations.

Accommodation and resources

Examinations take place across the college in venues of varying sizes.

Further Information

Please view our website www.hillsroad.ac.uk for further information about the College or contact our Examinations Officer via exams@hillsroad.ac.uk or 01223 278090, for any further questions about this post.

Job Description

Job Purpose: To ensure the correct conduct of external and College examinations in accordance with JCQ/national regulations and College procedures issued by the Examinations Officer

Accountability: Examinations Officer

Key Responsibilities:

- To work at the direction of the Examinations Officer, Principal or Senior Invigilator
- To collect secure materials and equipment from the Examinations Office
- To ensure the exam room is set out in accordance with Awarding Body Regulations
- To start and finish exams at the set time and record and report absences
- To actively invigilate the examination in accordance with JCQ regulations and College guidelines and to ensure that any queries or suspected malpractice are immediately reported to the Examinations Officer
- To actively respond to individual student need as required and within the regulations, for example accompanying a student on a supervised rest break
- To collect answer books and question papers and return safely to the Examinations Office
- To clear the room of examination materials after the examination
- To supervise clash candidates as appropriate between examinations
- To work flexibly within the examination timetable, covering unforeseen circumstances
- To attend invigilator training events in person and complete some paid online training from home
- To be committed to the safeguarding and promotion of the welfare of children and vulnerable adults
- To be responsible for Health and Safety within areas of own responsibility as laid out in the College Health and Safety Policy
- To promote and comply with equality of opportunity as laid out in the College Equality and Diversity Policy

The information given within the Job Description is intended to provide the postholder, and College managers, with an understanding and appreciation of the workload of this particular post and its role within Hills Road Sixth Form College. The Job Description outlines the main duties and responsibilities under broad headings. It is not intended to specify every job activity or item in detail

All College employees are expected to work flexibly to ensure that the responsibilities of their post are fulfilled efficiently and effectively according to the needs of the College and its students.

Person Specification

	Essential	Desirable
Education/ Training	<ul style="list-style-type: none"> • Good standard of general education (minimum 5 Grade Cs at GCSE, including Maths and English, or equivalent) • Confident user of Microsoft Word and Outlook 	<ul style="list-style-type: none"> • Familiarity with use of audio/visual equipment such as desktop computer, smartboard or data projector
Skills/ Aptitudes	<ul style="list-style-type: none"> • Ability to work as part of a team and at times alone using own initiative • Ability to work calmly under pressure • Methodical approach to work requiring care and attention to detail • Ability to adjust your tone and demeanour in response to changing circumstances 	<ul style="list-style-type: none"> • Experience of working with young people, children or in a pastoral setting • Experience of working or volunteering within a safeguarded setting
Other Requirements	<ul style="list-style-type: none"> • Willingness and ability to be flexible in working patterns to meet peak demands of workload • Patience and ability to relate to young people and enjoyment of their company • Pleasant, polite and helpful manner • Willingness to participate in further training • Able to offer a minimum of ten sessions* during May/June of which four will be on key dates as outlined by the College. <p><i>*a session is either a morning or afternoon, typically from 07:45-12:00 or 12:30 or 12:30-16:30 or 17:00</i></p>	

How to Apply

Applicants are asked to do the following:

- complete the online Hills Road Sixth Form College application form (Part 1)
- complete the online equality and diversity monitoring form (Part 2)
- write a supporting statement of application
- supply a brief CV

The online application forms (Parts 1 and 2) are available on the College's webpage for this vacancy. When completing Part 1, you will have the opportunity to upload your CV and provide a Supporting Statement of Application. Once you have submitted Part 1, you should then proceed to Part 2 (Equality and Diversity Monitoring form). All documents should be submitted by 9am on Thursday 1st January 2026.

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Please note that applications received after the closing date may not be eligible for consideration. If Human Resources have not contacted you by Monday, 5th January 2026, then unfortunately your application has not been successful.

Interviews will be held in January 2026.

Hills Road Sixth Form College will base its decision as to whether to invite you for interview solely on the details provided on your application and how well they match the criteria for this post.

In accordance with Home Office guidance, successful candidates will be required to evidence their right to work in the UK before commencement of employment. The successful candidate therefore must be able to demonstrate their right to work during the recruitment process.

Hills Road Sixth Form College is committed to ensuring equal opportunities in all aspects of employment and selects staff on merit, irrespective of race, religion, sex, disability or age. You are not obliged to complete the equal opportunities monitoring form, but any information given will help us to monitor the effectiveness of our equality and diversity policy.

If you have a disability, you are invited to request any special arrangements you may require for interview, or any adjustments you may anticipate would be needed in your working arrangements, by contacting the Human Resources Team on 01223 278063 (direct line). Further information about accessibility to the site can be found on our website under 'Equality and Diversity/Site Plan' and also from 'AccessAble: www.accessable.co.uk.

Thank you for your interest in this post and in the College. We do hope that you will decide to apply, and we should like to thank you in advance for taking the time and trouble to do so. For more information about working life at the College please go to our website <http://www.hillsroad.ac.uk>



**Shaping the
future through
opportunity,
quality and
achievement**



**Supported
by a caring
and learning
community.**

