Hills Road Sixth Form College

Appointment of: Exam Invigilators

Location: Cambridge



Welcome from the Principal and CEO



Thank you for your interest in Hills Road Sixth Form College and in this post. I hope that this information gives you a sense of who we are, what we value and what it means to be part of our community – and, most importantly, helps you decide whether this role and our college might be the right next step for you.

Hills Road has enjoyed a strong national reputation for many years and continues to achieve outstanding outcomes for our students. But we are not complacent. In an ever-changing world, we know that excellence is a moving target and we are ambitious - for our students, for our staff and for the future of post-16 education. We respond thoughtfully, continually reflecting and evolving to ensure that what we offer remains exceptional, while holding firmly to what matters most.

Working in a Sixth Form College brings distinctive rewards, not least the privilege of engaging with bright young minds who challenge, question and inspire. Hills Road is an intellectually rigorous environment, but it is also one grounded in collaboration and shared purpose. Everyone here has a role to play in helping every young person who comes through our doors to realise their potential.

I am fortunate enough to know first-hand the transformative impact that Hills Road has on our students and, as a former student, I am deeply committed to ensuring that Hills Road continues to flourish as a centre of academic excellence where kindness and integrity remain at the heart of everything we do.

We know that staff wellbeing is fundamental to student success and we listen carefully to our colleagues. For example, in response to recent colleague feedback, we have introduced a two-week October half term and redesigned professional development. Colleagues consistently tell us that the strength of our community is one of the things they value most. Our core values – Diversity, Kindness, Integrity, Respect, Community and Excellence – are not slogans, but lived commitments that shape how we work, how we lead and how we support one another.

Hills Road is ambitious, yet humane; high-performing, yet deeply caring. We want to attract people who share this combination: people who are expert in what they do, curious about what might be better, and committed to making a difference to the lives of young people and to the colleagues around them.

I hope this booklet gives you a flavour of Hills Road. If you would welcome an informal conversation about the role, we would be delighted to hear from you.

Thank you for considering Hills Road, and for the time and commitment that an application entails. Whatever the outcome, I wish you every success in your future career.

Ali Kirkman
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 2027 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.

We offer a wide range of competitive benefits including a generous pension scheme, free use of the College sporting facilities, free on-site parking, cycle to work scheme, as well as discounts on all our Adult Education courses.

Interviews: The recruitment for this role is currently ongoing.

Details and an application form for the above post may be obtained from our website www.hillsroad.ac.uk

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 1600 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 33,000 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.

The Team

The line manager for this post will be the Head of Examinations & Assessment. The Examinations Team comprises:

Head of Examinations & Assessment: 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 Head of Examinations & Assessment in numerous ways, takes the lead in specific areas and is able to assume leadership of the team in the absence of the Head of Examinations & Assessment.

Assistant Examinations Officers: who support the Head of Examinations & Assessment 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 Head of Examinations & Assessment 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.

The work of the Exams team is overseen at senior leadership level by the Deputy Principal. It is supported by IT Services, Estates, Study Skills and a range of other support staff to create a genuinely collegiate approach. Whilst it is a busy time, the positive and rewarding working requirement is reflected in the many invigilators who have returned year after year to be part of the team.

Accommodation and resources

Examinations take place across the college in venues of varying sizes, with many of these fully air-conditioned to support exam delivery in the summer months. The Exams team work out of the Exams Office, which was recently refurbished, and, for the duration of the summer exam series, the adjoining meeting room. Both of these spaces are modern and air-conditioned.

Further Information

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

Job Description

Exam Invigilator at Hills Road Sixth Form College

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

Reports to: Head of Examinations & Assessment

Main Accountabilities:

- To work at the direction of the Head of Examinations & Assessment, 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 Head of Examinations & Assessment
- 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

Accountabilities that relate to all staff at the College

- demonstrate behaviour and values consistent with the person specification for this role
- promote equality of opportunity in accordance with the College's Equality and Diversity Statement

- To comply with all College policies and procedures. This includes those where each member of staff has an individual duty to act and for which the College can be held vicariously responsible for the actions of its employees:
    - equality and diversity
    - safeguarding the welfare of young people
    - health and safety

Person Specification for Exam Invigilator

	Essential	Desirable
Education/ Training	• Good standard of general education (minimum 5 Grade Cs at GCSE, including Maths and English, or equivalent) • Confident user of Microsoft Word and Outlook	• Familiarity with use of audio/visual equipment such as desktop computer, smartboard or data projector
Skills/Aptitudes	• 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	• Experience of working with young people, children or in a pastoral setting • Experience of working or volunteering within a safeguarded setting
Other Requirements	• 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. **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*	

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 (no more than 1,000 words)**
- supply a brief CV

The online application forms (Part 1 and Part 2) are available at the links above, and 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 Monday 28th September 2026,** in order to be considered for the interviews taking place during week commencing 5th October 2026.

Please note that applications received after the closing date may not be eligible for consideration.

Though recruitment for Exam Invigilators is currently ongoing, the next round of interviews will be held during week commencing 5th October 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

Human Resources



Shaping the future through opportunity, quality and achievement

Supported by a caring and learning community.