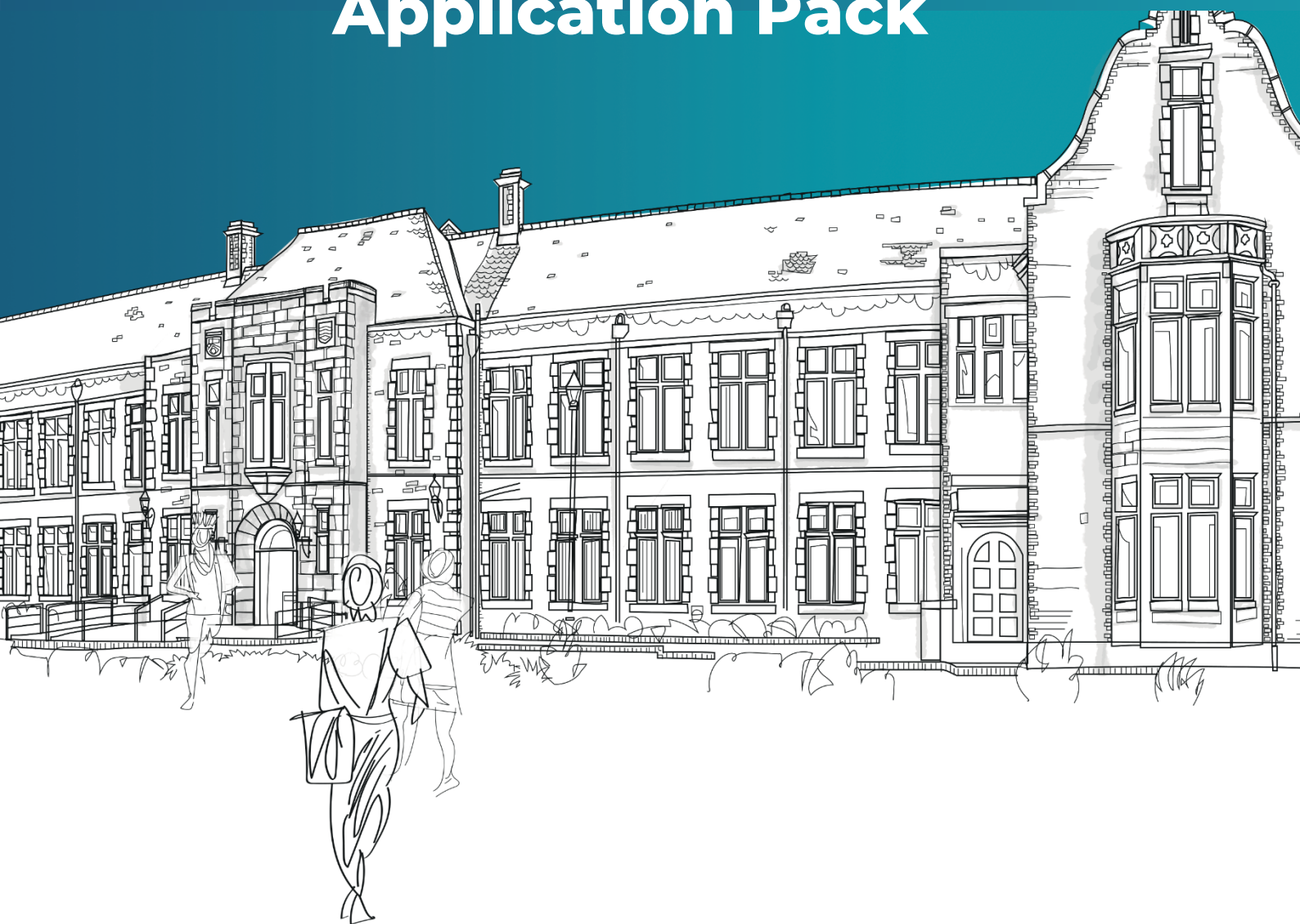


# MONOUX SIXTH FORM COLLEGE

## Casual Exam Invigilator Application Pack





# WELCOME FROM THE PRINCIPAL



Monoux College is a Sixth Form College serving a diverse population of learners. It is situated in the North East London Borough of Waltham Forest. The College is located on a single 17.5-acre site in Walthamstow. The main building is set back from the road in landscaped grounds, surrounded by two playing fields. The College serves a wide catchment area and approximately half of its students live in the neighbouring London Boroughs of Newham, Haringey, Hackney, Enfield and Tower Hamlets. Access to Central London is good via tube, rail and bus links.

In its most recent OFSTED visit the college was graded as 'Outstanding' in Personal Development' and 'Good' in all other categories, with particular emphasis on the high-quality teaching and positive student behaviour at the college. Our students often make excellent progress from where they were at GCSE, and we are ambitious about where they go next. "Students feel safe in all areas of the college" (OFSTED, November 2024).

There are currently approximately 1900 students at the college, all of them on full-time courses. Over 85% of the students come from minority ethnic groups living in London. The College curriculum provision includes a variety of GCE A/AS level subjects, T Levels, BTEC Level 2 and Level 3 subjects. All subjects are encompassed within one of the six learning pathways.

Building on a partnership that we have with London Borough of Waltham Forest to provide Year 11 education for recently arrived young people, including asylum seekers new to the Borough, the college now directly recruits 14-16-year olds around an admissions policy that complements local school provision. Many of these young people progress into the sixth form college, at either Level 1, 2 or 3.

After a number of years without options to develop our facilities, in the last one to two years, as a result of student number growth and the introduction of T Levels, the college has opened new teaching spaces for digital, health and science, as well as refurbishing the theatre for performing arts and conferencing spaces. We are planning improvements this year to other aspects of the college's infrastructure: the staff room, bathrooms and wi-fi, for example.

The College currently employs approximately 230 staff, around 120 of which are support staff. We have increased the number of teaching staff in response to continued growth.

We have created a unique learning community, which enables our students to develop personal attributes and skills alongside their academic or vocational qualifications, to prepare them for higher education or employment. Our mission is: Learn with Skill, Feel Connected, Design Your Future. These phrases provide headings for the 3 aspects of the Monoux Student Framework, our portrait of a college graduate that outlines attributes we seek to develop.

I have been the Principal of Monoux College since 2016. I am proud that the college now meets significantly higher standards in everything it does. We believe that much more is within sight, for example, building the technical curriculum, achieving more in our A Level provision, increasing our competitiveness, securing more employer links, building better facilities for students and supporting our valued staff through their professional journey.

We are always seeking to discover more, always striving to connect more.

Dave Vasse  
Principal

# ABOUT THE ROLE

We are looking for a number of invigilators to work with us on a casual basis, to oversee procedures during the January, May and June examination period, and ad hoc throughout the year.

You need to be reliable, punctual, highly flexible and able to work in a highly pressurised environment.

The college is seeking members of the local community to assist with the smooth running of both internal and external examinations. Invigilators are responsible for ensuring that JCQ examination conditions, rules and regulations are upheld for all external exams and candidates are provided with an organised and calm environment in which to sit their examinations.

Please note that it is our intention to appoint candidates to a register to be called upon to work during the various examination periods each year. We may also call upon you to assist with mock examinations. However, we are not able to guarantee work.

Typical hours of work will be from 8.30am to 12noon and/or 1.00pm to 5.00pm.

Full training will be provided for this role.

## HOW TO APPLY

If you are seeking a highly rewarding position within a successful college and are passionate about enriching the lives of students, please visit our website: <https://www.sgmc.ac.uk/jobs/> to 'view' to the job role. If you are already on the college website, you can 'view' the job role and click on 'Attachment' to view the application pack.

After reading the application pack, if you would like to apply, please click on the link on the Jobs Page: 'Download Application Form' to access the application form (parts 1 & 2). Please email your completed application form (parts 1 & 2) to: [recruitment@sgmc.ac.uk](mailto:recruitment@sgmc.ac.uk)

**Closing date for applications:** Monday 5<sup>th</sup> October 2026 at 10am

**Interview Date:** W/C Monday 12<sup>th</sup> October 2026

**Start Date:** As soon as possible

# IMPORTANT INFORMATION

*We have a strong commitment to safeguarding and promoting the welfare of children and young people and as such all staff and volunteers are expected to share this commitment. All appointments will be subject to an enhanced DBS clearance and pre-employment checks. Please be aware that if you are shortlisted for an interview, as part of our due diligence, we will carry out an online search.*

*Applicants are required to disclose any unspent convictions, cautions or warnings under the Rehabilitation of Offenders Act 1974. They are also required to disclose any adult cautions or spent convictions that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (amended 2013 and 2020).*

*The amendment to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance on which convictions and cautions are considered 'protected' can be found on the Ministry of Justice Gov.UK website:  
<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>*

*We do not accept CVs only for job applications.*

*We reserve the right to close a vacancy early if we receive sufficient applications which enable us to appoint a suitable candidate for the role. Therefore, if you are interested in this vacancy, we advise you to submit your application form (parts 1 & 2) as early as possible.*

*We regret that we are unable to respond to every application. Therefore, if you do not hear from us within four weeks of the closing date, please assume your application has not been successful. **Previous applicants within the last six months need not apply.***

# JOB DESCRIPTION

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|                         |                                                                                                    |
|-------------------------|----------------------------------------------------------------------------------------------------|
| <b>JOB TITLE:</b>       | Exams Invigilator                                                                                  |
| <b>REPORTING TO:</b>    | Examinations Manager                                                                               |
| <b>RESPONSIBLE FOR:</b> | N/A                                                                                                |
| <b>SALARY:</b>          | £14.42 per hour- Standard Invigilator<br>£15.94 per hour – Chief Invigilator                       |
| <b>HOURS:</b>           | Casual - (By negotiation and agreement during November, January, May and June examination period.) |

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## Times

Morning exam sessions start at 9.15am and afternoon sessions start at 1.30pm. Examinations last between an hour and three hours and invigilators are required to start at 8.30am and 1.00pm respectively in order to set up rooms and seat candidates. On occasion, examinations do run over the scheduled time and invigilators are required to be flexible in such situations. It is desirable that invigilators are available daily between 8.30am and 5.00pm although not necessary, as long as dates and hours of availability are pre-discussed with the examinations team

## The role of the invigilator

To ensure that examinations are conducted according to the regulations to:

- ensure all candidates have an equal opportunity to demonstrate their abilities
- ensure the security of the examination materials before, during and after the examination
- prevent possible candidate malpractice
- prevent possible administrative failures

## General requirements

- Experience of invigilation is not required as training in the role and duties of an invigilator will be provided
- Invigilators are required to:
  - declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them
  - Invigilators are required to confirm their availability in advance of main exam periods
- Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times

An ideal candidate will:

- be reliable, flexible and readily available during main examination periods
- able to keep calm under pressure
- have effective communication skills and good interpersonal skills
- able to use own initiative
- work well as part of a team
- be confident and a reassuring presence to candidates in examination rooms
- be able to give instructions and manage situations involving different groups of people

- have basic IT skills and familiar with use of common communication devices (e.g. email, mobile phone messaging etc.)
- seek to achieve competence in the role and a rigorous understanding of the JCQ regulations

### **Main duties**

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Sir George Monoux College regulations and requirements
- To have a key role in upholding the integrity and security of the examination/assessment process

### **Before examinations**

- Report to and be briefed by the exams officer prior to each exam session
- Keep confidential exam question papers and materials secure before, during and after exams
- Ensure exam rooms are set up according to the requirements
- Admit candidates into exam rooms under formal examination conditions
- Give full attention to conducting the examinations properly
- Identify candidates and seat candidates according to the required arrangements
- Distribute the correct question papers and exam materials to candidates
- Instruct candidates in the conduct of their exams
- Deal with candidate questions
- Start exams

### **During exams**

- Supervise and observe candidates at all times and be vigilant throughout
- Keep disruption in examination rooms to a minimum
- Deal with emergencies or irregularities effectively
- Record/report any incidents, disruption or irregularities
- Complete attendance registers
- Deal with candidate questions according to the regulations

### **After exams**

- Instruct candidates in finishing their exams and collect examination scripts and materials
- Dismiss candidates from the examination room
- Check candidates' names on scripts, match the details on the attendance register
- Securely return all examination scripts, question papers and materials to the exams officer

### **Other tasks**

- Undertake training, update and review sessions as required
- (prior to invigilating any external examination in a new academic year) Undertake relevant online invigilator training and assessment, centre-specific training/updates for that academic year
- Undertake, where required and where able, other duties requested by the exams officer, for example:
  - centre supervision of examination timetable clash candidates between exam sessions
  - facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
  - other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'

### **General Responsibilities**

- **SAFEGUARDING** - All staff are expected to safeguard and promote the welfare of students. All staff are also required to complete safeguarding training and attend further training as needed.
- **EQUAL OPPORTUNITIES** – We are committed to the equal opportunities for all. Staff are expected to act in accordance equal opportunities policy and practice.

- Support the aims and ethos of the college and promote and work in accordance with College policy and practice
- Carry out any other duties commensurate with the general responsibilities of the post.
- To undertake and/or support the delivery of any training or development as required by the College.

## PERSON SPECIFICATION

|                                                                                                                                                                     | Essential/<br>Desirable | Assessed by:<br>A = Application<br>I = Interview |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|--------------------------------------------------|
| <b>Qualifications</b>                                                                                                                                               |                         |                                                  |
| Proficient in Numeracy and Language skills                                                                                                                          | E                       | A/I                                              |
| <b>Experience</b>                                                                                                                                                   |                         |                                                  |
| Experience in Previous Exam Invigilation                                                                                                                            | D                       | A/I                                              |
| <b>Skills &amp; Abilities</b>                                                                                                                                       |                         |                                                  |
| Excellent organisational skills                                                                                                                                     | E                       | A/I                                              |
| Good interpersonal skills                                                                                                                                           | E                       | A/I                                              |
| Able to work flexibly                                                                                                                                               | E                       | A/I                                              |
| Able to work independently                                                                                                                                          | E                       | A/I                                              |
| Good IT and administration skills                                                                                                                                   | E                       | A/I                                              |
| <b>Knowledge and Understanding</b>                                                                                                                                  |                         |                                                  |
| Understanding and commitment to Safeguarding and Equal Opportunities                                                                                                |                         |                                                  |
| Knowledge and understanding of JCQ regulations.                                                                                                                     | D                       | A/I                                              |
| Good knowledge of Health and Safety                                                                                                                                 | E                       | A/I                                              |
| Understanding the importance of GDPR                                                                                                                                | D                       | A/I                                              |
| <b>Personal Attributes</b>                                                                                                                                          |                         |                                                  |
| An ability to analyse data to drive improvement initiatives and support management aims in the delivery of an effective and efficient, unified service to students. | E                       | I/A                                              |
| Passion for literacy, oracy, and student engagement.                                                                                                                | E                       | I                                                |

|                                                                                                                                                               |   |        |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|---|--------|
| Commitment to student success and raising aspirations.                                                                                                        | E | I/A    |
| <b>Knowledge &amp; Understanding</b>                                                                                                                          |   |        |
| Knowledge and understanding of the support needs of learners and of barriers to success.                                                                      | E | Ap/I   |
| Thorough knowledge and understanding of safeguarding issues and leadership responsibilities around Safeguarding and Prevent strategy in an education context. | E | Ap/I   |
| An understanding of the need to devise and implement equal opportunity and diversity strategies that give all students and staff the opportunity to develop.  | E | Ap/I   |
| An understanding of current & projected policies and developments within the post-16 sector.                                                                  | D | Ap/I   |
| Understanding of the particular barriers and challenges facing a college operating in a multi-cultural, inner city environment.                               | D | Ap/I   |
| <b>Personal Attributes</b>                                                                                                                                    |   |        |
| Commitment to continuous professional development.                                                                                                            | E | Ap/I   |
| A commitment to excellence and prioritising the needs of learners.                                                                                            | E | Ap/I/A |
| A student-centred approach based upon engaging students and developing their talents.                                                                         | E | Ap/I/A |

# STAFF DEVELOPMENT

Ensuring that our staff have opportunities to develop both personally and professionally is very important to us. This is why we run a variety of developmental activities and ensure that each member of staff is able to discuss and plan their development objectives with their line manager regularly.

We offer numerous internal and external training opportunities. These can be related to your role or focus specifically on stretching your personal skills and knowledge, in alignment with college objectives.

As an organisation that values creative thinking, your personal growth is just as likely to be a result of implementing new ideas, as it is from attending a course or conference.

You will be supported regardless of the stage in your career, from tailored programmes of support for new trainees, to substantial leadership development for managers. We also support staff in gaining professional qualifications to align with their job roles.



## STAFF BENEFITS

- Local Government Pension Scheme – with a 15% employer contribution rate
- Ongoing professional development
- Enhanced Maternity / Paternity / Adoption leave schemes
- Free use of a range of sports and leisure facilities including on-site gym
- Discounted breakfast and lunch at our onsite cafeteria
- Discounted coffee at our onsite coffeeshop
- Blue Light discount scheme available for staff
- Staff EAP – with dedicated telephone counselling service
- Occupational Health Access
- Season ticket loans
- On-site free staff car park
- Cycle to Work scheme
- Staff wellbeing activities
- Discounted gym membership at Better Health Gym Group
- Free weekly exercise classes for all staff - including Yoga & Box Fit
- Eye care scheme
- Professional and fit for purpose working environments



# CARE, SUPPORT AND WELLBEING

We ensure that not only do our students feel safe, confident, respected and valued, our staff do too. With an on-site HR department comprising of the Director of HR and 3 HR team members, their role is to ensure that staff are treated fairly and protected at work.

This year, work is being carried out to embed a new wellbeing policy and strategy, in line with whole college strategies. Members of the team are trained Mental Health First Aiders to ensure a mental health champion is on-site and available for all employees. The college also provides an Employee Assistance Programme, from which staff have access to counselling, financial advice, meditation, mindfulness tools, tips to manage stress, plus much more.

With an on-site gym and weekly exercise classes provided to staff at no extra charge, we strive to look after employee's mental and physical health. Working with an occupational health team, with support from Access to Work when required, our HR team can support our employees at work, make required reasonable adjustments when at work or when returning to work if they have been absent.

Monoux College has a range of HR policies to support a healthy work life balance, such as the flexible working and special leave policy, as well as a number of policies created to protect employees such as the Whistleblowing Policy and Bullying & Harassment Policy.

## EQUALITY & DIVERSITY

At Monoux Sixth Form College, we are proud of the diversity of both our staff and students. We recognise that each individual has something unique and valuable to offer and strive to create a supportive environment where all staff and students can flourish and feel part of a community.

The College is committed to ensuring that no individual will be discriminated against. This includes, but is not limited to, the grounds of age, disability, race, gender, sexual orientation, marriage, pregnancy, religious belief or gender reassignment. All staff are expected to take responsibility in upholding this commitment.

## GENDER PAY GAP REPORTING

The College has a firm commitment to ensuring that all staff are treated and rewarded fairly, irrespective of gender. We will report annually on our gender pay gaps, in line with specific information required under gender pay reporting legislation. Wherever possible, the College will take measures to eliminate or reduce any gender pay gaps.