



Sir Robert Pattinson Academy

Headmaster Mr D. J. Hardy BA (Hons) PGCE

Exam Invigilators

£14.58 per hour (£13.01 per hour plus annual leave of 12.1%)

Required on a Casual Basis

Sir Robert Pattinson Academy is a successful 11 – 18 comprehensive school where students are valued, happy, challenged and strive to achieve their best. The Academy provides rich learning experiences both in and outside of the classroom resulting in a great education.

What we need:

We are looking to recruit Examination Invigilators on a casual basis to join our team of experienced staff conducting internal and external examinations for our students. To be successful in this role you will have excellent attention to detail; be flexible with work hours; have excellent timekeeping and organisational skills. Previous experience is not necessary, as comprehensive training will be provided. Applicants should be available throughout the year on an ad-hoc basis. Our main examination times will run during January, March, May, and June. The role of an invigilator is key to ensuring examinations run efficiently and effectively for our students.

This role may be carried out as part of a team of invigilators for large number of students, or as an individual invigilator for a smaller number of candidates. The role involves setting out examination papers, taking registers, reading instructions, and supervising students during the examination in accordance with strict JCQ regulations. After the examination, you will be responsible for the safe collection of papers to be returned to the Examinations Manager. This role would suit someone who is confident, trustworthy, adaptable and widely available throughout our academy's examination periods.

Further training will be provided on an annual basis and invigilators are required to work within tightly prescribed procedures. There are also opportunities to progress to a Lead Invigilator.

What we can offer you:

- Membership of the Local Government Pension Scheme.
- Free on-site car parking and secure cycle store.
- Cycle to work scheme following successful probation period.
- Occupational sick pay.
- Blue Light Discount Card

Further details and application pack can be found on our website www.srpa.co.uk/vacancies

Please find our Child Protection Policy by clicking here

[Policies | Sir Robert Pattinson Academy \(srpa.co.uk\)](http://www.srpa.co.uk/policies)

Sir Robert Pattinson Academy

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☎ 01522 882020 ✉ recruitment@srpa.co.uk

Closing date: 06 November 2026

Interviews: W/C 9 November 2026

Sir Robert Pattinson Academy is proud to be a member of the 'Disability Confident Scheme'

Sir Robert Pattinson Academy is committed to safeguarding and promoting the welfare of children and young people. We operate Enhanced DBS and safeguarding procedures.

