

Invigilator



Hawkey Hall
High School



RECRUITMENT PACK

Welcome



Dear Applicant,

Thank you for your interest in the invigilator position at Hawley Hall High School.

We are seeking to appoint a dedicated and enthusiastic individual who is ambitious and has an excellent work ethic to join our team from November 2026.

Hawley Hall High School is a school with a very positive outlook and a "can-do" approach amongst staff and students. A strong learning culture is evident because there is an acknowledgement that we are all learners, and we can all improve.

To help you decide if the job would suit you, please find enclosed some details, which we hope will give you a flavour of what Hawley Hall High School and The Rowan Learning Trust are about.

If you feel that you can **maximise potential, celebrate inclusion and inspire a lifelong love of learning**, then we would be delighted to receive an application from you.

Visits to our school are welcome and can be arranged by contacting my PA, Samantha Doherty, on 01942 204640 or email s.doherty@hhhs.net

We are committed to safeguarding all members of our community; therefore, all posts are subject to enhanced disclosure procedures and pre-employment checks.

Yours faithfully,

Mr P McKendrick
Headteacher
Hawley Hall High School

Hawkley Hall High School



Context

Hawkley Hall High School is a popular, mixed comprehensive secondary school based in Wigan, Greater Manchester. The school was graded as Good in all areas by Ofsted in November 2024.

We see successful education as a partnership between parents, students, and ourselves. Links with parents are of paramount importance, with regular and frequent contact via parents' evenings, reports, newsletters, and the school planner contributing to a continuing dialogue about the curriculum we provide for our children.

Facilities

The school is situated in the southwest of Wigan, close to the M6 motorway, in an area of substantial private development. A wildfowl nature reserve borders the school grounds providing an open attractive outlook to the site. We provide bespoke facilities for students across all subjects. We strategically invest in our ICT and site.

Commitment to CPD

Staff development is also at the heart of our school. All staff engage in regular professional learning within their faculty and beyond. Staff in leadership roles are supported internally and are encouraged to engage in additional training through the national programme of NPQs. Indeed, a number of our colleagues who have been Lead Practitioners have gone on to further senior roles in the school.



The Rowan Learning Trust

'MAXIMISING POTENTIAL FOR ALL'

The Rowan Learning Trust was established in 2012 following many years of highly successful school to school based support. The Trust was founded on the philosophy that high expectations and standards, alongside true collaboration, accelerates school improvement.

Therefore, maximising the potential of students and staff within our wider school community; with a clear moral purpose to advance education for the public benefit. Our name refers to the inception of the Trust within the borough of Wigan and the Rowan tree being featured on the borough's coat of arms. The Rowan Learning Trust was formed. We are an education charity with our schools working collaboratively, as one entity, to improve and maintain high educational standards across the whole organisation.

Built on a foundation of strong values that underpins the Rowan Learning Trust' philosophy, these consist of:

Respect  Kindness
Integrity

More information can be found at
www.rlt.education



'Our trust is built on the firm belief that everyone can reach their full potential wherever they are within our community. We want our learners to leave us prepared and confident for the next stage of their lives. To achieve this goal, we operate a collaborative approach to staff development and school improvement which is a supportive and aspirational process; we share our best practice internally and externally with practitioners from other schools. We are extremely proud of the achievements made by our students and staff.'



THE ROWAN LEARNING TRUST

'Maximising Potential for All'

Job description



Invigilator	
Reports to:	Lead invigilator/ examinations officer
Location:	Hawkley Hall High School, Carr Lane, Wigan, WN3 5NY
Salary:	Grade 3 SCP 3 (£13.28 per hour)
Hours:	Casual contract (0 hours) Expected hours between 5 and 15 per week.

Overall purpose of the post:

- To supervise examinations, working in accordance with all regulations, policies and procedures, in order to maintain the integrity and security of the examination session.
- To safeguard the health, safety and welfare of students within the examination room.
- To ensure equal opportunities and accessibility to examinations are available for all candidates.

Main Responsibilities, Tasks and Duties:

To assist the lead invigilator and examinations officer with the preparation of examination rooms, ensuring they meet all necessary requirements, including:

- Ensuring the room is accessible to all students, including those with disabilities.
- Checking that clocks are in working order, clearly visible and accurate.
- Ensuring there are sufficient desks and that they are positioned at least 1.25 metres apart.
- Checking that lighting is appropriate and in working order.
- Informing the examinations officer or Caretaker if the room is too hot or cold.
- Ensuring stationery lists and any subject-specific instructions issued by the awarding body are available.

- Checking that all relevant notices and posters are displayed inside and outside the examination room.
- Ensuring the centre number is displayed and that the whiteboard contains all necessary information relating to the examination.
- Checking that the yellow JCQ Instructions for Conducting Examinations booklet is available within the examination room folder and ensuring all invigilators know its location.
- Seating candidates in accordance with the seating plan.
- Setting out desks for candidates entitled to extra time, as indicated on the seating plan, and ensuring the invigilation team is aware of their locations.
- Arranging for the collection of stationery boxes, examination papers and answer booklets from the examinations officer.
- Ensuring examination papers are stored securely within the examination room and that unauthorised adults or students cannot access them.
- Ensuring the invigilation register is completed and being responsible for the signing in and out of visitors to the examination room.
- Being familiar with evacuation procedures and ensuring all invigilators on duty understand them.
- Prior to the examination, arranging for the secure storage of unauthorised items, such as mobile phones and other electronic devices, by allocating an invigilator to this task either outside the examination room or at the rear of the room.

To assist the lead invigilator and examinations officer in ensuring the effective supervision of candidates entering and sitting examinations by:

- Supervising candidates to ensure they enter the examination room in silence and do not communicate with one another.
- Assisting candidates to be seated efficiently and promptly.
- Checking that candidates do not take unauthorised items to their desks.
- Arranging for the opening and distribution of examination papers as soon as the first candidate is seated and ensuring all candidates receive the correct examination materials.
- Reading the required announcements to candidates from the Invigilation Handbook, including any erratum notices, and ensuring candidates are aware of evacuation procedures.
- Informing candidates when examination conditions commence and ensuring these conditions are maintained until the examination has concluded and candidates have been dismissed.
- Maintaining accurate timekeeping, notifying candidates of start and finish times, and ensuring these are correctly recorded on the whiteboard, including adjusted times for late arrivals and candidates receiving extra time.

- Responding to candidates' queries in accordance with examination regulations and notifying the examinations officer of any concerns relating to the examination paper.
- Supervising late candidates, ensuring they are appropriately briefed, seated and able to commence the examination with minimal disruption.
- Supervising any candidates who need to leave the examination room during the examination in accordance with examination regulations.
- Assisting the lead invigilator and examinations officer by completing the examination register and reporting absentees as quickly as possible.
- Supervising candidates throughout the examination in a quiet and unobtrusive manner and immediately notifying the lead invigilator or examinations officer of any concerns regarding behaviour, malpractice or other issues.
- Amending seating plans where changes have occurred.
- Organising the collection of examination papers as directed in the Invigilation Handbook.
- Arranging for examination papers to be sorted into candidate number order by subject and tier, ensuring there are no missing scripts.
- Maintaining the security of examination scripts by ensuring they are never left unattended and are delivered safely to the examinations officer at the end of the examination.
- Organising the return of mobile phones and other personal items to candidates in accordance with school procedures.
- Distributing examination stationery and equipment, such as pens and calculators, and ensuring their safe collection at the end of the examination.
- Ensuring all candidates are dismissed in an orderly manner and in accordance with examination regulations and school procedures, minimising any disturbance to others who may still be working.
- Ensuring the examination room is left tidy and ready for the next examination and arranging for the return of stationery boxes and other materials to the examinations officer.
- Removing notices and signs as appropriate following the examination.

General

- The duties and responsibilities outlined in this Job Description are not exhaustive. The post holder may be required to undertake additional duties commensurate with the grade and nature of the post.
- The post holder is required to carry out all duties in accordance with the school's policies, procedures and statutory requirements at all times.

Person specification



Essential

Knowledge and Experience

- Previous experience of invigilating examinations in a school environment.
- Familiarity with JCQ regulations and examination procedures.

Skills and knowledge

- Excellent attention to detail and a high degree of accuracy.
- Ability to establish positive relationships with candidates while maintaining authority and professionalism.
- Strong verbal and written communication skills, with the ability to communicate clearly and effectively with candidates and staff.
- Ability to work effectively both independently and as part of a team.
- Ability to use initiative and respond appropriately to unexpected situations and challenges.
- Ability to follow procedures consistently and accurately.
- Ability to remain calm and professional in a formal examination environment.

Personal qualities

- Flexible and adaptable approach to work.
- Reliable, dependable and punctual.
- Ability to remain calm under pressure and respond appropriately to unexpected circumstances.
- Demonstrates sound judgement, common sense and initiative.
- Fair, impartial and professional in dealings with candidates and colleagues.
- Willingness to undertake training relevant to the role.
- Commitment to maintaining confidentiality at all times.
- Commitment to safeguarding and promoting the welfare of children and young people.

Desirable Criteria

- Sound knowledge of the JCQ Instructions for Conducting Examinations.
- Sound knowledge of the roles and responsibilities of JCQ and Awarding Bodies.
- Sound knowledge of the school's examination policies and procedures.

How to apply



Please submit the enclosed application form and a supporting statement of no more than two sides of A4 outlining why you are interested in the opportunity and how your application addresses the requirements for the role.

Applications should be returned electronically to [**jobs@hhhs.net**](mailto:jobs@hhhs.net)

Alternatively, send a hard copy to:

Mr P McKendrick
Headteacher
Hawley Hall High School
Carr Lane
Wigan
WN3 5NY

Closing Date: 2026 at 12:00pm

Interview Date: TBC



The Trust will make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

All appointments are subject to satisfactory references, proof of qualifications and eligibility to work in the UK.

The Trust is committed to safeguarding and promoting the welfare of all children and young people and expects all staff to share this commitment. An enhanced DBS check will be required.

 01942 939 031

 enquiries@rlt.education

 www.rlt.education

The Rowan Learning Trust

Company Number: 8010464 VAT Registration Number: 134 6833 09

18 Beecham Court, Goose Green, Wigan, WN3 6PR



HAWKLEY HALL HIGH SCHOOL

JOB APPLICATION FORM FOR TEACHING STAFF IN SCHOOLS

The School and Governing Body are committed to equal opportunities in employment and welcome applications from all sections of the community.

CARR LANE, WIGAN, WN3 5NY

TELEPHONE: 01942 204640

FACSIMILE: 01942 403570

EMAIL: jobs@hhhs.net

1. POST APPLIED FOR

Post Applied For:		
Establishment:	Hawkey Hall High School	
As advertised in:		On date:

2. PERSONAL DETAILS

SURNAME:		FORENAME:	
TITLE: (Optional)		Date of Birth: (Optional)	
Address:			
POSTCODE:		Email:	
Telephone No:		Mobile No:	

3. CURRENT POST

CURRENT EMPLOYER AND JOB TITLE:	
DATE OF APPOINTMENT:	SALARY:
NOTICE PERIOD:	
MAIN DUTIES AND RESPONSIBILITIES	
Reason for this application	

4. PREVIOUS WORK EXPERIENCE

Name of Employer	Dates of employment		Post(s) held	Reasons for leaving
	From	To		

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5. OTHER RELEVANT WORK EXPERIENCE

Post	Dates		Employer	Grade/Salary	Reason for Leaving
	From	To			

6. GENERAL EDUCATION

School	From	To	Qualifications – Grades, awarding bodies and dates

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7. FURTHER AND HIGHER EDUCATION

Name of College/ University	From	To	Qualifications – Grades, awarding bodies & dates
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8. ANY OTHER RELEVANT QUALIFICATIONS

Please give details of any other relevant qualifications you have for this post.

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9. ADDITIONAL INFORMATION

Are you related to, or a close friend of, any member of the Trust or of the Governing Body of the school? <i>(If yes, please state relationship)</i>	Yes / No
Have you left any previous job for the reason of redundancy or are you in receipt of an occupational pension? <i>(If yes, please give details)</i>	Yes / No
Have you ever been dismissed from any previous employment on the grounds of misconduct or incapability? <i>(If yes, please give details)</i>	Yes / No
Do you hold a current and valid driving licence? <i>(if yes, please state the category)</i>	Yes / No
The Rowan Learning Trust is committed to providing equal opportunities and supporting all applicants. If you require any reasonable adjustments to allow you to participate in the application process, please let us know. Do you require any reasonable adjustments?	Yes / No

10. CRIMINAL CONVICTIONS OR CAUTIONS

You should note that the disclosure of any offence will not necessarily prevent the Rowan Learning Trust from employing you, but we reserve the right to consider its significance in relation to working with children. Work at the school is exempt under the Rehabilitation of Offender Act 1974. Any offer of appointment will be dependent upon the successful completion of the Disclosure and Barring Service (DBS) check at the Enhanced level. Where serious concerns as to an individual's suitability to work with children are expressed, the facts will be reported to the relevant authorities.	
In line with Keeping Children Safe in Education (KCSIE) guidance, are you currently subject to any criminal investigation, police enquiry, arrest, charge, caution, conviction, or other matter that may be relevant to your suitability to work with children and young people?	Yes / No

If yes, please forward details (date, offence and sentence) with a covering letter, in a sealed envelope marked "Addressee Only – CEO".	
Do you have any cautions or convictions that are not protected under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, as amended?"	Yes / No
In line with Keeping Children Safe in Education, The Rowan Learning Trust will undertake online searches on shortlisted candidates as part of its due diligence checks. Searches will only consider publicly available information and will be conducted solely to assess suitability to work with children. Any concerns identified will be discussed with the candidate during the recruitment process	

11. REFERENCES

Please state the names and addresses and telephone numbers of two persons from whom references may be obtained. **One must be your current or most recent employer.** In the absence of previous employment experience, a reference from your last place of full-time education will be a suitable alternative.

REFEREE 1				REFEREE 2			
TELEPHONE NO:				TELEPHONE NO:			
EMAIL:				EMAIL:			
Reference Type: (Please circle)	Employe r	Educatio n	Charact er	Reference Type: (Please circle)	Employe r	Educatio n	Character
Please note that we will contact these referees if you are short-listed for this post and seek reference before interview.							

12. FURTHER INFORMATION FOR CANDIDATES

- You will receive no further communication unless selected for interview. If you have therefore not been contacted within three weeks of the closing date for

applications, you should conclude that, unfortunately, you have been unsuccessful on this occasion.

- Under the Data Protection Act, the Trust and the Governing Body will use the information given for the purpose of recruitment and selection. Strict confidentiality will be observed and if you become an employee, the information will be used for personnel, pay and pensions administrative purposes only.
- To comply with the Asylum and Immigration Act 1996 (as amended by S.147 of the Nationality, Immigration and Asylum Act 2002), all prospective employees will be required to supply evidence of eligibility to work in the UK. If you are appointed to the post, you will be provided with further information detailing what documents will be required.

THANK YOU FOR YOUR INTEREST SHOWN IN THIS APPOINTMENT

13. DECLARATION

To the best of my knowledge and belief all the particulars I have given are true. I understand that any false statements may disqualify me from employment or render me liable for dismissal. I also understand that no offer of employment made to me will be binding unless confirmed in writing.

I also understand that this post is subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check and to satisfactory medical clearance and the provision of documentary evidence (e.g. NI Number) that shows I am entitled to work in the U.K.

Signature:.....

Date:.....