



Examination Invigilator

Worthing High School
Recruitment Pack
January 2026





Welcome

Thank you for your interest in joining South Downs Education Trust. As a cross-phase multi-academy trust based in the heart of West Sussex, we are proud to offer a unique blend of pastoral care and high-quality, inclusive education.

We believe every child and young person reaches their full potential - regardless of their starting point. Our core values guide everything we do:

We are excited to welcome passionate and dedicated professionals who share our vision and values. Whether you are at the start of your career or looking for your next challenge, South Downs Education Trust offers a supportive, ambitious, and collaborative environment where you can truly thrive.

We look forward to the possibility of welcoming you to our team.

Warm regards

Pan Panayiotou

Chief Executive Officer South Downs Education Trust





About us

South Downs Education Trust (SDET) is a dynamic and growing Multi-Academy Trust (MAT) committed to delivering exceptional educational outcomes across our schools.

Currently comprising two schools, we have ambitious plans to expand by incorporating at least two additional schools in the near future. We are seeking a skilled and proactive People Manager to drive our people strategy and support our growth.

- **Community** – By working as one, we share expertise and achieve more for our schools.
- **Resilience** – We prioritise the wellbeing of students and staff, fostering a culture of care, balance, and strength.
- **Integrity** – We act with honesty and stay true to our values in all that we do.
- **Respect** – We celebrate individuality and encourage everyone to bring their unique strengths and perspectives.
- **Excellence** – We are committed to delivering the very highest standards in education.





Welcome

Thank you for your interest in joining Worthing High School. As Headteacher, I am proud to lead a vibrant, inclusive and ambitious community where every student is supported to achieve their very best.

At Worthing High School, we believe in high standards, mutual respect and a relentless focus on both academic excellence and personal development. Our dedicated staff team works collaboratively to provide a rich curriculum, a wide range of opportunities beyond the classroom and a culture where wellbeing is valued for both students and colleagues alike.

We are a school rooted in strong values: **Community, Resilience, Integrity, Respect and Excellence** and these principles guide everything we do. We are committed to developing both our students and our staff, offering professional growth, trust and the chance to make a lasting impact.

I hope this pack gives you a clear sense of our vision and ethos. We look forward to welcoming talented, motivated professionals who share our commitment to making Worthing High School the very best it can be for every student.

Warm regards

Adrian Cook

Headteacher

Worthing High School





Job description

Job title	Examination Invigilator and scribe
Salary	NJC GRADE 2, points 2 - 3 £12.26 – £12.45 + holiday entitlement
Location	Worthing High School
Contract	On a casual basis during external and internal examination periods. Peak exam times are late September/October, January and May/June.
Accountability	Reports to Examinations Manager, ultimately to Headteacher

Role description

Assisting the Examinations Manager with day to day operations of examinations, ensuring they are conducted in accordance with the strict instructions and regulations of the Joint Council for Qualifications. Assisting with scribing for students where necessary.

Qualifications and Experience

- No experience is necessary, as full training will be given, however the ability to work accurately and with absolute discretion and confidentiality is essential.
- Subscribing to the DBS update service (reimbursed by the school.)
- For an initial discussion or for further information please contact Mrs Lucie Fuller, Examinations Manager on lfuller@worthinghigh.net 01903 237864



Key Responsibilities

- Assist in ensuring the exam room meets JCQ requirements.
- Assist with opening and distribution of papers and any other authorised materials to candidates.
- Assist getting candidates into the exam hall in an appropriate manner, ensuring candidates are seated correctly with the correct papers.
- Assist in ensuring candidates are aware they are under exam conditions, retrieving mobile phones etc.
- Assist the Examinations Manager with reading erratum notices.
- Notifying candidates of the start of the exam.
- Assist the Examinations Manager with recording start and finishing times of exams.
- Assist the Examinations Manager with ensuring the attendance register is completed.
- Ensuring late candidates are briefed, seated and allowed to partake in the exam with minimum fuss.
- Supervising candidates in a quiet and unobtrusive manner.
- Oversee pupil behaviour in the exam including ensuring no unauthorised material is consulted
- Responding to candidates' queries in accordance with strict exam regulations.
- Supervising any candidates who may need to leave the room in accordance with exam regulations.
- Supervising 'clash' candidates between exams.
- Distributing additional paper/equipment as required.
- Notifying candidates that the exam has finished.
- Ensuring exam conditions are maintained until candidates are dismissed from room.
- Collecting scripts in attendance register order.
- Assisting in the packaging of scripts as and when necessary.
- Acting as a Scribe for specific students as required as directed by the Examinations Manager.



Person Specification

Skills and abilities

- Strong organisational skills and attention to detail.
- Ability to manage multiple tasks and deadlines calmly and efficiently.
- Excellent communication skills, both written and verbal.
- Ability to build positive relationships with pupils, parents, staff, and external agencies.
- Ability to maintain accurate records and produce clear documentation.
- Problem-solving skills and the ability to use initiative appropriately.
- Ability to work independently while also being an effective team member.
- Ability to work quickly and accurately.

Personal Qualities

- Professional and approachable manner.
- High levels of discretion and integrity.
- Resilience and the ability to stay calm under pressure.
- Positive attitude and willingness to support colleagues.
- Commitment to equality, diversity, and inclusion.
- Reliable, punctual, and committed to high standards of work.
- Good interpersonal and communication skills.
- Proactive and helpful attitude.

Values and Professional Conduct

- Commitment to safeguarding and promoting the welfare of children.
- Respect for confidentiality and professional boundaries.
- Alignment with the school's ethos and values.
- Willingness to engage in training and continuous development.
- Commitment to providing excellent service to pupils, families, and other staff.



What We Offer

- A unique opportunity to shape the people strategy of a growing Multi-Academy Trust.
- A collaborative and supportive working environment, with access to senior leadership and decision-making processes.
- Opportunities for professional development and career advancement.
- The chance to make a lasting impact on the lives of staff and students.
- Competitive salary package and benefits aligned with sector standards.
- The chance to work in a DfE Attendance and Behaviour Hub Lead school.

Benefits

- A friendly and supportive environment.
- The opportunity to work with well-motivated students and supportive parents and staff.
- A location on the coast very close to main line railway services and road networks.
- Free well-being and medical support cover.
- The opportunity to be part of the South Downs Education Trust MAT.
- Free use of our fitness suite.

How to apply

If you feel you have the necessary skills for this position and would like further information, an application form and job description can be downloaded from the links provided on the school website at www.worthinghigh.net/vacancies.

Completed application forms should be sent to Mr Adrian Cook, Headteacher at Worthing High School at vacancies@sdetrust.net.

The vacancy will close once suitable appointments have been made. Our next interview week is commencing 9 February 2026 to prepare for the May exam period. Interviews will be notified to shortlisted candidates.

NOTE FOR RECRUITMENT AGENCIES: We prefer to hire people directly but we do have a preferred supplier list for when we need a helping hand. We will be in touch if we need you.

Please note, because of the nature of this job, if you are successful in your application, you will be subject to an enhanced Disclosure and Barring Service with barred list check. This will be done by means of applying for a DBS certificate through the Disclosure and Barring Service. Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent. Clearance will be obtained before employment commences. We will also complete media searches as part of due diligence and safeguarding checks in line with KCSIE guidance.

- South Downs Education Trust (SDET) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Worthing High School & Clapham and Patching C of E Primary school are part of SDET, which is an academy trust and a charitable company limited by guarantee and registered in England and Wales with company number 8276210. The Registered Office is at: South Farm Road, Worthing, West Sussex BN14 7AR
- We recognise continuous service from academy/non-academy schools



"Becoming a teacher at Worthing High School has been a great opportunity. From my first day as a trainee to now as a qualified teacher, I have always felt valued and supported. The staff are approachable, experienced, and genuinely invested in helping each other, which has been vital to my development. The school offers some great opportunities for professional growth and personal development.

Last year I was asked to join the MFL trip to Paris. This was an amazing experience, and it was great to see the students picking up skills away from the classroom. This year I have also started to run a Volleyball club. This is a great way to build great relationships with students and give them more opportunities to learn new skills outside the classroom."



Sophie Downham, Science Teacher and Year 7 form tutor