



Examination Invigilator

Support Staff Pay Scale Grade B2

£14.40 per hour (including holiday pay)

Hours: Casual

Testbourne Community School: where culture and ethos matter

Are you a passionate person who believes in the power of relationships, high expectations, and a calm, purposeful atmosphere? At Testbourne Community School, we don't just teach – we shape futures. Our culture is built on a legacy of over 100 years of education, rooted in kindness, respect, honesty, integrity, ambition, and leadership.

We are looking to recruit reliable and trustworthy exams invigilators to support the Examinations Officer. You will need to work flexibly according to the examinations timetable throughout the academic year. As an invigilator you will be required to support the examination processes. You must follow the required guidelines and regulations for the integrity and security of examinations and procedures during invigilation.

This role requires you to provide a professional examination service ensuring a calm environment to give candidates the best possible opportunity to be successful in their exams. It would be desirable but not essential to have experience from an examination environment.

We are proud to be a school where:

- **Learning is our top priority** – when we make any decision we always ask “How does this help our students to learn more effectively?”
- **Students are supported** to become **independent, resilient** and **responsible** young people prepared for their future.
- **Recognition is meaningful:** we celebrate effort, character and contribution, not with material rewards but with genuine appreciation to build intrinsic motivation.
- **Staff are valued and supported** with intelligent accountability, professional trust and a culture of openness, transparency and compassion.

Why work with us at Testbourne Community School?

- ✓ **Comprehensive induction and CPD:** from day one, you'll receive a thorough induction and access to a rich programme of professional development with time provided for you to process, discuss and learn new ideas.
- ✓ **Workload consideration:** we actively manage workload and seek staff feedback to make meaningful adjustments. Your time is respected. We use published research to determine the most effective use of staff time.
- ✓ **Family-friendly and flexible:** we understand that life happens. Our leaders are compassionate and empathic, supporting staff through personal and professional challenges.
- ✓ **Career development:** opportunities to grow, lead, and innovate are built into our culture. Staff are encouraged to take on new roles and responsibilities.

Achievement • Excellence • Integrity



Testbourne Community School

- ✓ **A supportive team:** you'll join a collaborative, friendly, and dedicated team. Staff describe Testbourne as a place where "everyone is in it together."
- ✓ **Strong Leadership:** our senior leaders are visible, approachable, and lead by example – sharing duties and supporting staff every step of the way.
- ✓ **A school that lives its values:** we don't just talk about culture – we live it. From trauma-informed practice to recognition, our ethos is embedded in everything we do.
- ✓ **Beautiful Location:** located in the charming town of Whitchurch, Hampshire, surrounded by countryside and landmarks like Watership Down, the River Test and the Whitchurch Silk Mill.

The successful candidate will:

- be reliable and punctual;
- have good people skills;
- have good attention to detail;
- have the ability to deal with difficult situations in a calm manner;
- be able to work under pressure;
- have first class administrative skills;
- quickly follow written instructions, assimilate information and work meticulously to ensure errors are not made in the administration of examinations.

In return:

- we offer professional development and expertise to enable staff to achieve excellence;
- we provide a highly supportive environment with opportunities to develop;
- we provide a highly professional and collaborative working environment focused on developing a love of learning;
- we offer first rate personal career development to assist you in the fulfilment of your ambitions.

Find out more by visiting: [Working with Us - Testbourne Community School](#)

Closing Date for Applications: Friday 16th January 2026 at noon

We reserve the right to interview and appoint candidates before the closing date or scheduled interviews where applicable.

Application forms and further details are available from the school website www.testbourne.school or alternatively contact recruitment@testbourne.school

This post is a regulated activity. The safeguarding responsibilities of the post are outlined in the person specification.

The MOJ's guidance on the <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974> provides information about which convictions must be declared during job applications.

Testbourne Community School is committed to safeguarding children and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure Barring Service checks, along with other relevant employment checks.



Testbourne Community School

Testbourne Community School is an equal opportunities employer, and no candidate will be disadvantaged because of race, gender, sexuality, disability or any other protected characteristic. All shortlisting exercises are completed by evaluating a candidate's suitability in terms of the person specification and job description for the role in question.