Brief for the position of

# Exam Invigilator



SHERFIELD SCHOOL

*Nursery • Junior Prep • Senior Prep • Senior • Sixth Form*

EiM Education in Motion

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# Background

**Sherfield School is an outstanding, all-round academic, active and creative school where students thrive and flourish as they experience the excitement and enjoyment of learning.**

As an independent, co-educational day and boarding school set in North Hampshire, Sherfield provides a wonderful learning environment for students from 3 months to 18 years within exquisite park and woodland surrounding a listed heritage building. It has an excellent academic record, superb facilities and a wonderful ethos.

Through a rich variety of experiences, Sherfield students become passionate, creative problem-solvers, ready to contribute to a global society. As ambitious, enterprising, and innovative young people, they develop the confidence, resilience, and resourcefulness to tackle life's challenges successfully. Supported by academic rigour and a nurturing environment, they grow into self-assured, motivated individuals, strengthened by every Sherfield experience.

As a school community, we challenge, inspire, and support one another to help every student create and imagine their best futures.

The school community knows and cares for one another, fostering an environment in which students and staff feel supported while building strong, ambitious futures. Together, they create a dynamic culture of creativity without boundaries. Sherfield pupils are critical thinkers who challenge ideas, forge new paths and embrace innovation at every opportunity.

The school prides itself in its close relationships with parents and places great value on individual contact. A friendly approach and a genuine willingness to listen form the foundation of effective collaboration, and these qualities are deeply embedded in the school's culture.





## Core Values

***Respect:*** *Valuing every voice in our community.*
***Kindness:*** *Acting with empathy towards others.*
***Courage:*** *Having the strength to do the right thing.*

## Vision

*Our students create a positive impact, inspiring change and a better future.*

## Mission

***Ad Vitam Paramus – Preparing for Life****. We create a learning environment that nurtures, inspires and challenges, preparing everyone for life in a global society.*



## Teaching and Learning

Sherfield follows the national curriculum up to year 9, the students then study a range of GCSE subjects for two years, and in their final two years of education, are offered a wide variation of A-level and BTEC qualifications.

Subjects range from traditional academic subjects, such as Economics, Geography, and the Sciences, to more practical subjects, such as Drama and Theatre Studies, Music, and Product Design. There is also an option for A-level students to undertake the Extended Project Qualifications (EPQ).

Teaching and Learning at Sherfield is excellent and focused on developing exceptional experiences for students through a framework of challenge, ownership, dialogue and engagement.

Sherfield believes that teachers have the greatest influence upon the learning and progress of students and therefore as a team they strive for the best.

Teachers provide a positive and inclusive learning environment and experience for all pupils. At Sherfield, the teachers strongly believe in the principles of preparing students for life.

### Aims

Sherfield aims to teach each student using the most effective methods possible, by providing expertise and resources to teachers, parents and pupils and through regular and rigorous monitoring and evaluation of teaching and learning against student progress and achievement.

The School aims to teach every student how to learn so that they become fast, independent, confident, and self-motivated lifelong students by:

- Teaching students how to self-evaluate and set/work towards targets.
- Providing or guiding independent access to learning resources.

Sherfield aims to treat each person as a successful student by:

- Recognising effort and achievements.
- Providing appropriate feedback that always shows the next steps.

## Enrichment

The ethos of enrichment at Sherfield centers around the school's motto *–Ad VitamParamus –Preparing for Life.*

The Enrichment Programme both broadens and deepens the curriculum. Pupils volunteer and support in the community, gain further qualifications, fundraise, develop their environmental awareness and much more.

There is something for everyone and, most importantly, an opportunity for them to track their progress and maintain a permanent record of achievement.

Students in KS4 and 5 are also given the opportunity to participate in the Duke of Edinburgh Award Scheme, building skills and memories to last a lifetime.



## Pastoral and boarding

Sherfield offers full, weekly and flexible boarding options for students aged 9 to 18.

The school operates a shuttle service for weekly boarders to and from Basingstoke railway station, which offers direct trains to London Waterloo every 15 minutes and a journey time of only 47 minutes. Allowing students to enjoy the beautiful countryside location during the week and the city at weekends.

Sherfield places strong emphasis on empathy and motivation as well as social and cultural awareness; with pupil wellbeing at the heart of the school, from its youngest to most senior students.

Learning is tailored to every child's talents and needs and children are given individualised support, made possible by smaller class sizes. Sherfield staff aim to ensure each child achieves their full academic and personal potential in a nurturing environment as they progress through school.

Teachers and tutors see the importance in parent cooperation and maintain close relationships with parents throughout each child's entire time at school.



## Sports and Activities

Sherfield has a long list of inclusive clubs, planned after school programmes and competitive teams that pupils can take part in, whatever their interests.

Every term there are updated programmes of music, languages, sports and hobbies available to all pupils throughout the school so they can pursue a passion or extend their learning. Children can choose from an enormous list of wonderful co-curricular activities, ranging from horse riding and fencing to origami.









## The Arts

***Drama:*** The Drama Department at Sherfield is an exciting and fun place to experiment and explore ideas, theatrical styles and the possibilities of performance and production. Much of what the school does is pupil-led which results in fresh, creative, and original theatre.

***Music:*** Music plays an important role throughout Sherfield School, whether pupils are learning as part of their day-to- day curriculum or whether they take up instruments or join in with the many choirs, bands, orchestras and groups. All pupils in Junior-Prep and Senior-Prep take part in choir which encourages the children to have confidence in themselves from day one.

***Creative:*** Pupils are exposed to a wide variety of media, processes and techniques starting in the Nursery and, at later stages, are given the opportunity to work on a large scale in the open plan art studio complex.






# Education in Motion

**Sherfield School** is proud to have joined Education in Motion (EiM) in September 2023.

EiM is a global education company that aspires to be a leader in pioneering education for a sustainable future. With a diverse family of premier education brands around the world, the group is known for its holistic programmes that balance wellbeing, character development and academic success.

EiM aspires to be the global leader in pioneering education for a sustainable future. Its family of mission-aligned schools is committed to create meaningful change for our world by empowering communities through innovative education. Students 'Graduate Worldwise', with the skills and experience to make a positive difference in the world.

As part of a larger network, the Sherfield community is provided an invaluable source of support. Not only does this growing network provide parents with choice as their careers take them to new places, but it also enables students and staff across the network to share best practice and provides opportunities for exchange for both students and teachers.

The EiM story began in 2003, when parents Fraser White and Karen Yung began looking for a school in Shanghai that would provide for their three young children. They wanted a challenging and ambitious education that would prepare their children for the future, moulding them into confident and well-rounded young people who could make a difference in the world. However, their search came up short.

A serendipitous meeting with Graham Able, the then Master of Dulwich College in London, resulted in the idea of opening an international Dulwich College in Shanghai, the first Education in Motion school.

Today, Education in Motion is a growing family of premier education brands, nurturing more than 11,000 students to 'Live Worldwise'.

For more information about EiM, please visit: **https://www.eimglobal.com/**

# The Role

## Job Summary

Invigilators are the people in examination rooms responsible for conducting examinations in the presence of the candidates and have a key role in upholding the integrity of the external examination and assessment process.

The role of the invigilator is to ensure that examinations are conducted according to the regulations, ensuring:

- all candidates have an equal opportunity to demonstrate their abilities
- the security of the examination materials before, during and after the examination

Whilst also preventing:

- possible candidate malpractice
- possible administrative failures

## Key Responsibilities

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Sherfield School's regulations and requirements.

To have a key role in upholding the integrity and security of the external 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 examinations

- 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 examinations

- Instruct candidates in finishing their examinations 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 examination 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'

**Job Title:** Exam Invigilator

**Reporting to:** Exam Officer

**Hours:** Hours are based on the examination timetable and availability of the applicant

**Hourly Rate:** £14.24 including holiday pay





# How to Apply

The closing date for applications is **13th November 2026**

Early applications are encouraged and we reserve the right to interview outstanding candidates before the closing date.

In order to apply, please complete the Sherfield School Application Form along with a brief covering letter which sets out your interest in the role and experience relevant to the required criteria.

Please include the names and contact details of three referees. Referees will not be approached until the final stages and not without prior permission from candidates.

Please send your application form and cover letter via e-mail to Anna Gray, Head of HR at **hr@sherfieldschool.co.uk**

For more information about Sherfield School, please visit: **https://www.sherfieldschool.co.uk/**

## Personal data

In line with GDPR, we ask that you do NOT send us any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and/or biometric data) in your application documentation.

Following this notice, any inclusion of your Sensitive Personal Data in your CV/application documentation will be understood by us as your expressed consent to process this information going forward. Please also remember to not mention anyone's information or details (e.g. referees) who have not previously agreed to their inclusion.

## Diversity, Equity, and Inclusion

Education in Motion is committed to diversity within our team, organisational practices, policies and culture. We recognise that people with different backgrounds, skills, attitudes and experiences bring fresh ideas and perceptions, and it encourages and leverages these differences to make our work more relevant and approachable. Education in Motion will not discriminate or tolerate discriminatory behaviour on any grounds such as, but not limited to, race, gender, disability, nationality, national or ethnic origin, religion or belief, marital/partnership or family status, sexual orientation, age or socioeconomic background.

Education in Motion strives to be an inclusive workplace where everyone feels a sense of belonging, has a voice, can raise concerns, and feels comfortable and confident. We expect everyone who works within to share this commitment and to act accordingly, as we aspire to best serve the Education in Motion mission and the community.

## Safer Recruitment Practice

Education in Motion is committed to safeguarding and promoting the welfare of children and expects all applicants to share the same. We follow safer recruitment practices which are aligned to the recommendations of the International Task Force on Child Protection.

We hold ourselves to a high standard of effective recruiting practices with specific attention to child protection, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

## Qualifications, Identification, Health and Background Checks

Please note that you may be required to submit documentation providing proof of your identity and qualifications as part of Education in Motion's safeguarding procedures. You may also be required, if an offer is to be made, to undergo a pre-placement medical assessment and relevant background checks as part of the school's recruitment and safeguarding procedures.

Please note that Sherfield School is unable to offer visa sponsorship for this position. Applicants must already have the right to work in the UK at the time of application.





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sherfieldschool.co.uk

## Additional benefits and information

Competitive Salary
Parking on site
Complimentary school meals in term time
In-house training

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