

Brief for the position of  
**Exam Invigilator**



**SHERFIELD  
SCHOOL**

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





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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, students at Sherfield become passionate and creative problem solvers, ready to contribute to a global society. As ambitious, enterprising, inventive and innovative young minds, they develop the confidence, resilience and resourcefulness to be successful in tackling the challenges life presents to them. Through academic rigour and a supportive environment, they grow strong, self-assured and motivated by each Sherfield experience.

As a school community, Sherfield challenge, inspire and support each other as they create and imagine the students' best futures.

The school community knows and cares for each other and foster an environment where students and staff feel supported whilst building strong and ambitious futures. Together they build a powerful culture of creativity that is without boundaries. Sherfield pupils are critical thinkers who challenge ideas, pave new paths and encourage inventiveness whenever possible.

The school prides itself in their close relationship with parents and place great value on individual contact. Friendliness and willingness to listen are the starting points for effective collaboration which you will find embedded in the school's culture.





## Mission & Aims

### Vision

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

### Mission

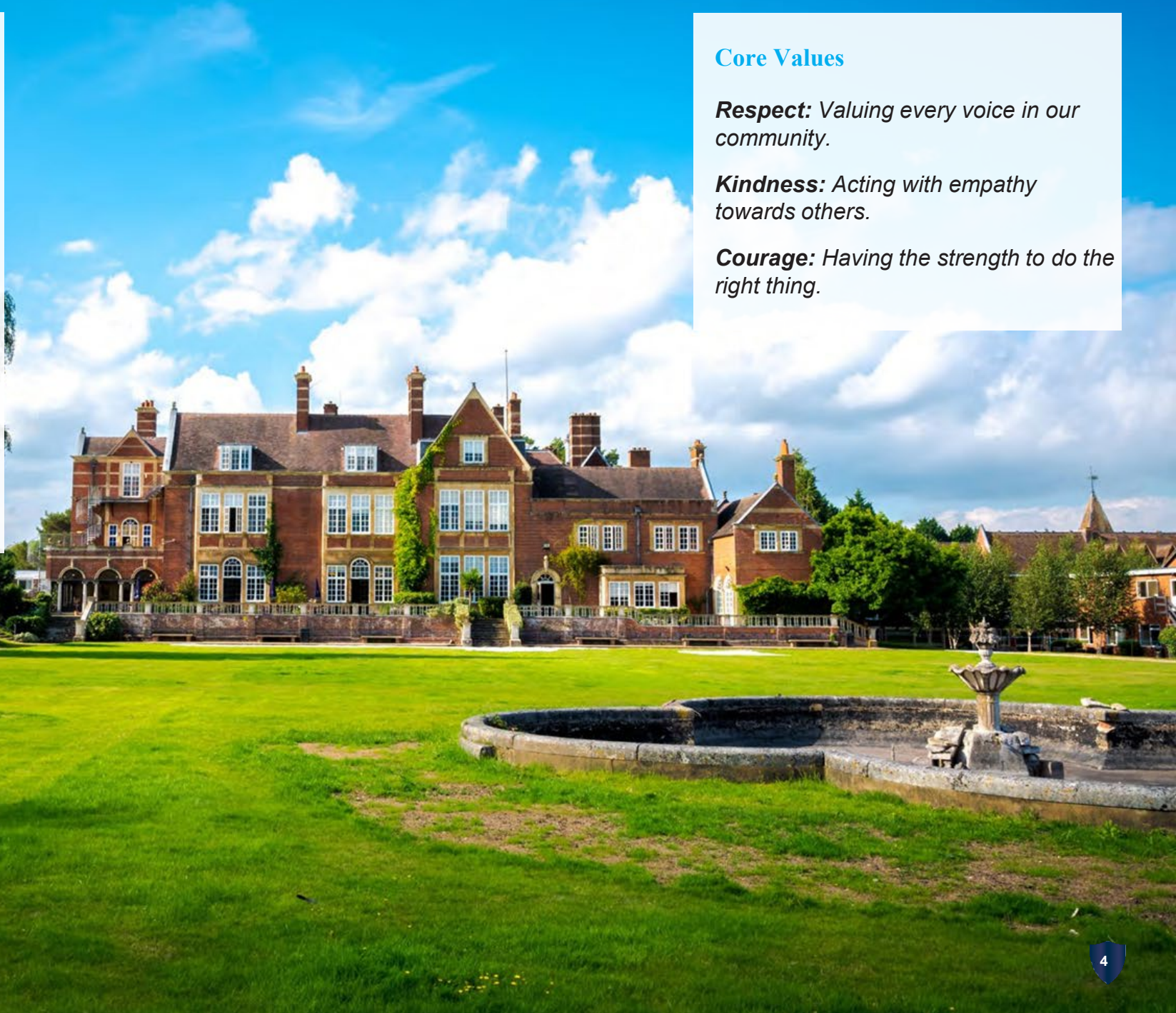
***Ad Vitam Paramus – Preparing for Life.*** We create a learning environment that nurtures, inspires and challenges, preparing everyone for life in a global society.'

## Core Values

***Respect:*** Valuing every voice in our community.

***Kindness:*** Acting with empathy towards others.

***Courage:*** Having the strength to do the right thing.







## Teaching and Learning

Sherfield follows the national curriculum up to year 8, 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 subjects.

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 based upon core values of confidence, creativity and connection, 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

We believe in providing a holistic education that goes beyond the classroom.

Our pathway programme begins in Year 5 and develops the “soft skills” employers and universities look for while allowing students to discover their interests and passions.

The programme takes place on Friday afternoons for those in Year 7 and Monday afternoons for those in Years 5 and 6, providing a dedicated time for students to engage in activities that foster growth, learning, and character development. This programme is structured around well-established and highly valued awards, ensuring students gain recognition for their efforts and achievements.

Our Pathway Options include:

- Performing Arts
- Sports Coaching and Performance
- Live Worldwide
- Business and Enterprise
- Literary Society
- Environment and Sustainability
- STEAM

Pathways are introduced in early September, and pupils can select their top three choices.

We proudly incorporate the Duke of Edinburgh (DofE) Award into our Year 9 and 10 enrichment programme. This prestigious award promotes resilience, leadership, and community involvement, which are core values we uphold at Sherfield School.

In Year 11, students follow the Futures Programme, which prepares them for their next academic steps and careers beyond Sherfield School.

## Pastoral and boarding

Sherfield offers full boarding, weekly and flexi boarding options for nine to 18 year olds.

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 great emphasis on empathy, motivation and social and cultural awareness and pupil wellbeing is at the heart of Sherfield 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 extracurricular 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 the 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.

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



## Education in Motion

Sherfield 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 Worldwide', 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 Worldwide'.

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





# The Role

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

**Job Title:** Exam Invigilator

**Reporting to:** Exam Officer

**Contract:** zero hours contract

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

**Hourly rate:** £13 per hour

## 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





# The Role

## 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'

## Additional Benefits and Information

- Free parking on site
- Complementary school meals during examination season and on training days.
- Flexibility around prior commitments.
- Opportunity to facilitate and assist future generations at a very crucial point in their education pathway.





# The Person

The successful candidate will bring the following qualifications, experience, skills and knowledge, leadership style and personal attributes.

## General Requirements

- Educated to at least GCSE Grade C/4 or above in English and Maths.
- Experience of invigilation is not required as training in the role and duties of an invigilator will be provided
- Available with flexibility and within commuting distance of Sherfield School
- Commitment to equality, diversity and inclusion
- Able to form good working relationships and relate appropriately to students.

## Invigilators are required to:

- declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them
- confirm their availability in advance of main examination periods
- Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times

## The Ideal Candidate

An ideal candidate will:

- be reliable, flexible and readily available during main examination periods
- have effective communication skills and good interpersonal skills
- work well as part of a team
- be confident and a reassuring presence to candidates in examination rooms
- be able to give instructions and manage situations involving different groups of people
- have basic IT skills (familiar with use of email, mobile phone messaging etc.)
- seek to achieve competence in the role and a rigorous understanding of the JCQ regulations





# How to Apply

The closing date for applications is  
**28<sup>th</sup> February 2025**

Interviews will take place on **Monday 10<sup>th</sup>  
Tuesday 11<sup>th</sup> and Wednesday 12<sup>th</sup> of March  
2025.**

Successful applicants will be required to  
attend a mandatory training session on  
**Tuesday 25<sup>th</sup> March 2025.**

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 (available to  
download from [www.sherfieldschool.co.uk](http://www.sherfieldschool.co.uk))  
along with a short covering letter or email  
which sets out your interest in the role.

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/email via e-mail to Rachel Wilson, Exam  
Officer [r.wilson@sherfieldschool.co.uk](mailto:r.wilson@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.





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[eimglobal.com](http://eimglobal.com)