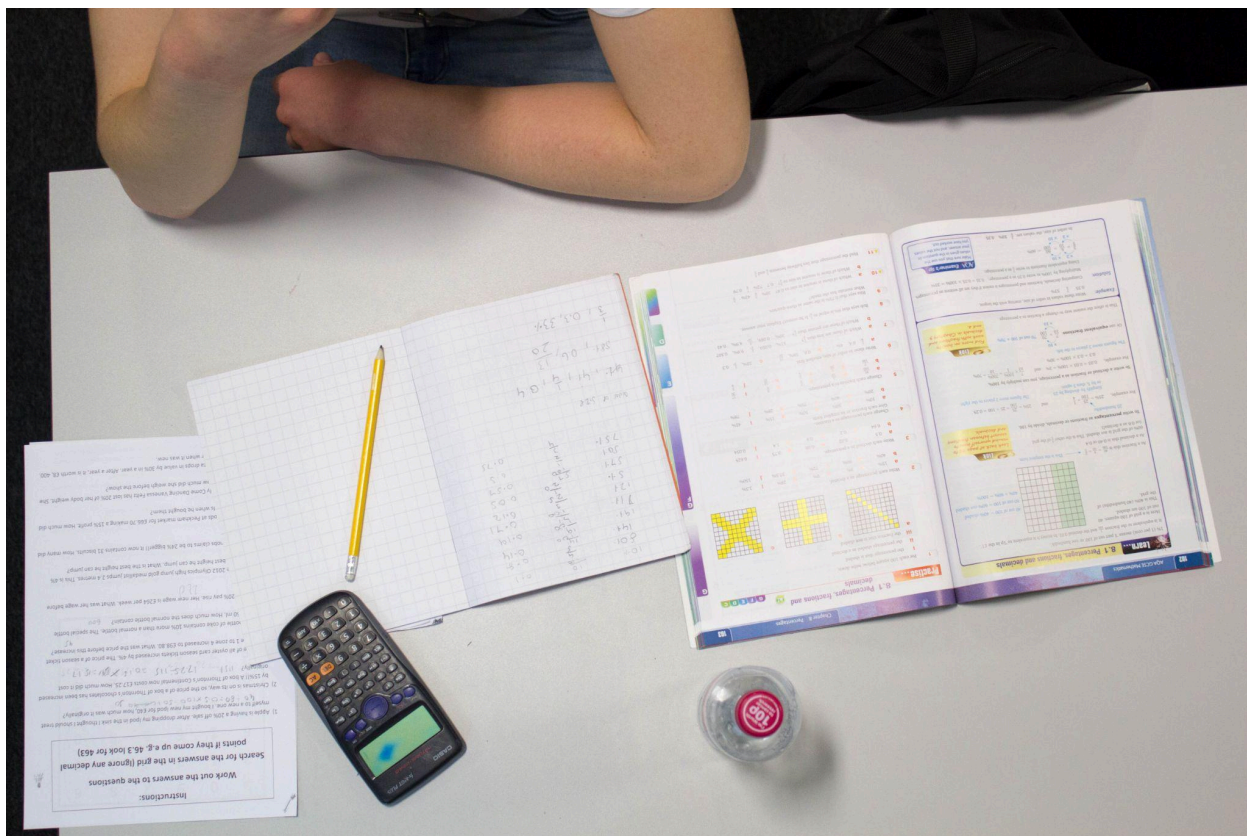


Exam Invigilator

The BRIT School

The BRIT School is seeking dedicated and reliable Exam Invigilators to join our team for the Summer 2025 exam season (May – July 2025), as well as for ad hoc invigilation and administrative support throughout the academic year. This is a fantastic opportunity to contribute to the school's commitment to excellence and support students in their assessments.



Key Responsibilities:

- Supervise exams to ensure a fair and smooth process for all students.
- Set up and clear examination rooms, ensuring proper materials are available.
- Ensure compliance with Joint Council for Qualifications (JCQ) guidelines.
- Monitor students during exams to prevent misconduct.
- Maintain accurate records of attendance and exam scripts.
- Assist with additional administration tasks related to exams.

Requirements:

- Must uphold the BRIT School's values of inclusivity and fairness.
- No relatives currently in Year 11 at the school; if a relative is in Post-16, invigilators cannot supervise their exams in certain pathways.
- Former students must have left before the 2022-2023 academic year.
- Basic IT skills, including Microsoft Office, for administrative tasks.
- Enhanced DBS check required (provided by the school).
- Completion of safeguarding training (provided).
- Invigilator training (provided) in line with JCQ requirements.

Working Hours:

- Morning exams start at 9 AM (invigilators arrive at 8 AM).
- Afternoon exams start at 1 PM (invigilators arrive at 12 PM).
- Timings for mock and non-exam assessments may vary.

Why Join The BRIT School?

The BRIT School is a unique institution offering specialist education in the arts and related technologies, alongside the full range of National Curriculum subjects. Recently judged 'Outstanding' in all five categories by Ofsted The BRIT School is sponsored by the British Record Industry and has a unique relationship with the performing and creative arts industries. We offer a supportive and inspiring environment where you can make a significant impact. You will be part of a dedicated leadership team that values collaboration, development, and student well-being.

The school runs a five-term academic year with some school holidays falling at different times to the usual Local Authority school breaks. Please see our website for further details of our term dates.

Applicant Information Pack

Closing date Monday 7th April 2025 (9am)

Online Interview date W/C 14th April 2025

Training Date: Tuesday 22nd April 2025

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A Message from the Principal



Creativity is crucial to the future of our economy and society. For 30 years, The BRIT School has successfully nurtured creative skills in students from every type of background alongside a robust and full academic curriculum. And it does so for free.

Young people who choose to come here are given the tools to carve out their career, the space to think and the environment to be themselves. This is a playground with professional boundaries where the raw talent of 14–19 year olds meets the nurturing expertise of world-class teachers.

The BRIT School revolutionises the lives of its students; 99% of all students who have graduated find work in a huge range of creative industries, or enrol for higher education or training. We are proud to be a Croydon school and equally proud to have national and international friends who support the school with professional and unique opportunities. As the Good School Guide articulates, “You’ll find BRIT graduates’ words, music, performance, directorial and backstage talents just about everywhere you look, from fashion shows to musicals, national theatre to community arts, in the UK and internationally.” This is a hardworking, fun, passionate school packed with dedicated individuals who love the creative and performing arts and recognise the importance of a thorough and robust education in all subjects. We believe in developing well rounded, articulate, kind and dynamic young people.

A handwritten signature in black ink that reads "Stuart Worden". The signature is written in a cursive, flowing style.

Stuart Worden
Principal

Job Description

Job Title	Exams Invigilator
Department	Data and Exams
Salary	£12.25 per hour + 12.07% holiday pay - Total £13.72 per hour
Contract Type	Zero Hour
Responsible to	Director of Data and Exams

Key Responsibilities

Main activities & Requirements:

Before exam

- Sign in at the exam office on invigilators record sheet.
- Pick up packs/stationery - check enough papers and correct room allocation.
- Sign out papers from the exam office in a mock, count how many signed out.
- Receive papers in the exam room in a real exam, count how many packs provided to you. Check the date on the front of the exam papers.
- You could be asked to assist in collecting papers from the safe as a second person for the two-eye check for live exam papers in real exams.

Setting up the room

- Door List to be placed outside room
- Check the clock is working and visible
- Display exam posters (outside of the exam room)
- Put up centre number and fill out exam details on white board in exam room
- Desk numbers to be placed on desks
- Check for AA students and work out duration of exam if extra time
- Check the material allowed for exam on front of exam paper

Before Exam – Student entering room:

- Remind students to switch off mobile phones/ headphones/ electrical items and remove watches.
- Instruct students to leave bags and coats outside of the exam room, only writing/math equipment and clear plastic water bottles are allowed in the room with them.
- Remind students they must enter in silence - no verbal or non-verbal communication – as they will be disqualified for any communication with other students in the exam room. Allow entry 5-10 mins before the exam starts depending on room size.
- Instruct students to check desk numbers and place their school ID on the desk face up (students without ID cannot sit the exam- check identify with exam manager or lead invigilator)

Starting the exam at 9am/ 1pm – Invigilators set up an hour before the exam session and the start time varies for Non exam assessments and mocks.

- Ensure students sit in silence and settle promptly
- Exam papers to be placed on desks face up, according to the register, once the students have been seated in the room, just before the exam begins. **(check the paper if foundation or higher tier for each candidate)**
- Remind students that they are not yet allowed to open their paper.
- Check the students do not have any unauthorised material
- Read the suggested announcement - ensure the rubric is read aloud, candidates must fill in details and sign the exam paper.
- Start exam - Record actual start time and finish time on the board and in the exam pack.

During the assessment

- No other work or activities can be undertaken during an exam.
- Fill in the register and check all IDs.
- Supervise candidates at all times to prevent any cheating or distractions.
- Do not give candidates information about questions, or the requirements for answering questions. Invigilators cannot read any questions for candidates
- Do not allow anyone in the exam room, except for exam staff & JCQ inspectors.
- Record any late candidates, alerting the exams team as well.
- Do not allow candidates who arrive after 10am / 2pm in the exam room, and contact the exams team.
- Do not allow any exam paper to be removed from the exam room.
- Always maintain the correct invigilator candidate ratio (1:30).
- Candidates must remain in the exam until the end of the exam.
- Do not give time reminders through the exam - a five-minute warning at the end is enough.

Finishing the exam

- When the time is up, instruct candidates to stop writing and remain seated
- Collect scripts in candidate order number, including unused stationery and source materials.
- Check the front page has been filled in correctly and signed, including answer sheets.
- Tidy the invigilator desk, candidate desk and backs of chairs to ensure the room is ready for the next exam.
- Once all the scripts have been collected and counted, invigilators may dismiss students row by row in silence.

After exam

- Return all exam material, packs and stationery to the Exams Office.
- Check the full attendance list returned and every candidate has a paper.
- Sign out invigilators record book

Things to add:

- Training once a year for paper-based written exams and practical exams.
- Clash cover - Occasionally, some students require over lunch supervision to keep students with a clash in controlled exam conditions.
- Invigilators may be asked to attend training to be a scribe/ reader/prompter.
- Invigilators must keep a record of their own working hours and schedule to claim for hours worked.

- Ad Hoc Administration, such as but not limited to, results day administration, statement of entry, timetable and certification administration, non-exam assessment administration.

This job description sets out the duties at the time of drafting. The job description may be amended from time to time without incurring a change in the grading of the post.

March 2025

About Us

School Overview

The BRIT School is the UK's first and leading free performing and creative arts school for 1,450 young people aged 14 to 19. The School – an exempt charity based in Croydon – provides a unique education for over 1,450 pupils aged between 14 and 19 in the fields of music, film, digital design, community arts, visual arts and design, production and performing arts as well as a full academic programme of GCSEs and A Levels.

It invests in the future of the UK's cultural wealth by nurturing young artistic talent from all backgrounds and teaching the skills needed by the rapidly growing creative industries.

BRIT stands for the British Record Industry Trust and funding from the BRIT Awards and BRIT Trust is invested in the professional facilities and equipment at the School.

The School opened in 1991 and over 14,000 students have been educated at The BRIT School including Adele, Amy Winehouse, Jessie J, Katie Melua, Leona Lewis, Tom Holland, RAYE, Olivia Dean, Loyle Carner, The Feeling, Rizzle Kicks, Cush Jumbo, Blake Harrison, The Kooks and Lola Young. In total, students from the School have been responsible for selling over 280+ million albums, 70+ billion streams of BRIT alumni songs between 2018-23 and winning 43 high profile awards including BRIT Awards, Grammys, BAFTAS, Oscars and Laurence Olivier Awards.

Year on year nearly 100% of students are in education, training or employment after graduating.

In November 2024 OFSTED rated the school 'Outstanding' in all five categories of measurement: Teaching and Learning, Behaviour and Attitudes, Personal Development, Leadership and Management and the Sixth Form provision.

Our Mission - To prepare young people for careers in the creative and performing arts.

Our Values - Original, Responsible, Ambitious, Inclusive, Kind

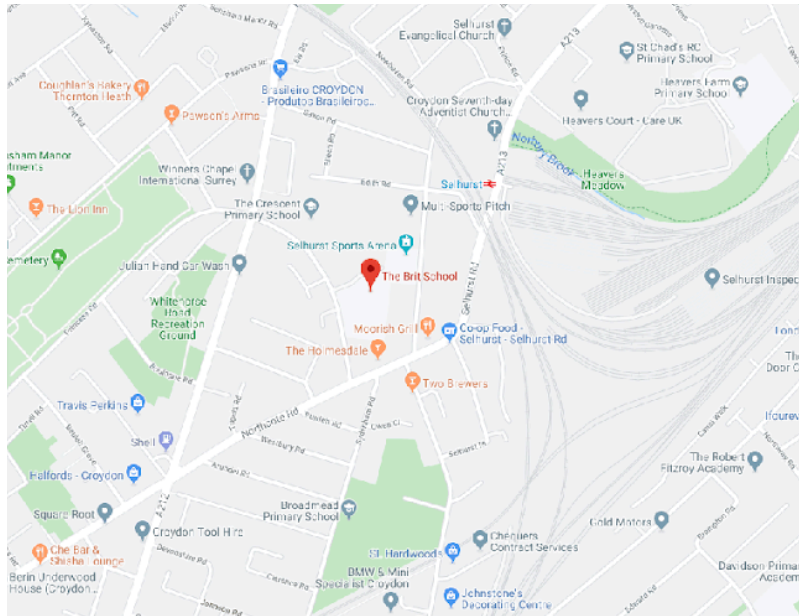
Vision

- To train and educate young people for future careers in Performance and Creative Arts industries.
- To provide a comprehensive and exceptional KS4, Post 16 general and vocational education that prepares students for life in the arts.
- To provide a unique educational approach that has creative teaching and learning in its bloodstream and has a pastoral approach that focuses on the individual reaching their full potential.
- To celebrate the diversity of the educational needs, background, race, religion and sexuality of all within its community.
- To be a role model for other schools and organisations in its community work.

Location

The BRIT School is located in Selhurst, Croydon (Greater London).

60 The Crescent, Croydon CR0 2HN



How to Apply

To apply, please complete our [Application Form](#).

CVs without an application form cannot be accepted.

Closing date Monday 7th April 2025 (9am)

Online Interview date W/C 14th April 2025

Training Date: Tuesday 22nd April 2025

An online meeting will take place to ensure suitability before training is offered for the role, this will take place on the 8th April 2025. Training will take place on 10th April 2025.

Prior to taking up the post an enhanced DBS clearance will be required.

The BRIT School is an Equal Opportunities Employer and an educational non-profit making registered charity. Roll: 1400 14 – 19 year old students Britain's leading state-funded school for the performing arts.

We reserve the right to close this advertisement early if we receive a high volume of suitable applications.

The BRIT School is committed to Equality, Diversity and Inclusion.

For more information visit our website www.brit.croydon.sch.uk