



CANDIDATE BRIEF

Exams Invigilator





WELCOME TO SIBFORD

Sibford School is a co-educational, independent day and boarding school for children aged 3-18.

Sibford is a place where we aim to nurture ambitious learners who shape their worlds with their creative, compassionate and questioning minds, where your career journey can flourish alongside the growth of our exceptional students.

In our commitment to individuality, we recognise that employees, much like our students, are diverse in their approaches and strengths. At Sibford, you're encouraged to be adventurous, curious, creative, confident, and above all—be yourself.

Rooted in Quaker values, our approach to teaching is grounded in truth, integrity, equality, community, peace, simplicity, and sustainability. These values are not just words on paper but living principles that underpin the distinctive characteristics of Sibfordians.

In the nurturing, safe, and supportive environment we cultivate, you'll find a space where your potential has no limits. Here, there's no ceiling on your ability to inspire and shape young minds, both academically and personally. Tolerance and consideration towards each other are not just encouraged; they are integral to our community ethos.

Our curriculum is as diverse as the talents it aims to nurture. We pride ourselves on

traditional academics, creative arts, technology, and horticulture, in small, dedicated classes, inspiring and stretching each individual, guiding them to discover their own talents and embrace their authenticity.

Sibford is more than just a school; it's a place where employees are partners in the growth and development of future leaders and citizens. If you're seeking an environment that values creativity, agility, resilience, positivity and empathy, we warmly invite you to consider joining us at Sibford.

A candidate pack can only convey so much. Come and meet us in person—experience the genuine warmth and vibrancy that defines our educational community.

Looking forward to the prospect of welcoming you to the Sibford family.

Rebecca Evans, Head





EMPLOYEE BENEFITS FOR ASSOCIATE STAFF

Pay/Salary	Sibford Associate Scale. Previously attached to NJC payscale but now stands alone.
Pension Employer's contribution	5%
Pension Employee's contribution	5% minimum
Group Life Assurance	2 x annual salary
Group Income Protection	None
Staff Fee Remission Discount on school fees	66.6% pro-rata'd for part time
Paid Holidays	28 days + Bank Holidays Increases to 33 days after 5 yrs of service
Sick Pay entitlement	1 month full & 1 month half pay per year of service – up to maximum of 6 months
Free School lunch	Provided on working days
Free car parking	Parking is on the school site
Free use of School Swimming pool for staff	Allocated times



THE ROLE - EXAMS INVIGILATOR

Rate of Pay: £11.78 per hour plus holiday pay or £12.02 per hour plus holiday pay for scribing.

Are you looking for part-time work? Would you like to be part of our busy and friendly Exam Invigilation Team?

We are looking for reliable and flexible people with an interest in education, to provide a confident presence for our pupils at the time of their exams.

No experience is necessary as full training will be given; you simply need to possess good interpersonal skills, a high level of integrity and discretion, and have basic IT skills.

For more information, please see the job description.

Working Hours:

Zero hours contract, hours vary and to be worked through mutual agreement during external and internal exam periods throughout the year.

Required start dates are 17th March 2025 (start of Year 12 mocks) and 22nd April 2025 (Year 10 mocks).

Additional benefits including free parking, excellent free lunches while on shift, use of our leisure facilities, company pension, Employee Assistant Programme and access to a range of retail store discounts.

To apply, please complete our application form available on our website www.sibfordschool.co.uk and return to vacancy@sibfordschool.co.uk

Closing Date: Wednesday 12th February 2025.

Interview Date: Thursday 27th and Friday 28th February 2025.

For more information please contact – Sarah Lake, Exams Officer on email slake@sibfordschool.co.uk



PERSON SPECIFICATION

Requirements	Essential	Desirable
Educational attainment	<ul style="list-style-type: none"> • Good standard of written and spoken English. 	5 GCSEs or equivalent at Grade 9 to 4/A+ to C, incl English Language and Mathematics
Knowledge required	<ul style="list-style-type: none"> • Knowledge of the UK exam system. • Experience of working in a ‘customer facing’ role. • Experience in following policies and regulations. 	Knowledge of UK exam regulations.
Experience required	<ul style="list-style-type: none"> • Experience of working in a ‘customer facing’ role. • Experience in following policies and regulations. 	Experience of working with children/young people.
Skills and aptitudes required	<ul style="list-style-type: none"> • Confident and reassuring. • Effective communication and interpersonal skills – both verbal and written. • Basic IT skills – the ability to use a range of software programs. 	
Interests	<ul style="list-style-type: none"> • An interest in working with young people. • An interest in supporting the best outcomes for learners. 	
Personal qualities	Reliability, flexibility and readily available throughout the year.	
Circumstances	Candidates should not have any current maladministration/malpractice sanctions applied to them by an awarding body.	



THE APPLICATION PROCESS

Thank you for showing an interest in our school and the vacancy which we are currently advertising.

You can complete the application online via the school website here: [Work With Us | Sibford School](#).

If you have any questions or queries, please contact the HR department: hr@sibfordschool.co.uk or call 01295 781291.

Applications will be reviewed as they are received. The School reserves the right to appoint at any stage of the recruitment process; early applications are therefore encouraged.

Sibford School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All offers of employment are subject to an enhanced DBS check.

We are unable to accept CVs due to Safer Recruitment Practices.

If you are successfully shortlisted, you will be invited for interview at the school.

Closing date for completed applications is Wednesday 12th February 2025

Interviews will be held Thursday 27th and Friday 28th February 2025.

