

INFORMATION FOR APPLICANTS

WORKING AT WYKE SIXTH FORM COLLEGE



INTRODUCTION

Application for the Post of: **Invigilator**

Thank you for your enquiry concerning the above post. I hope you find the following information of interest, and that you are encouraged to apply. Please note the closing date for received applications is at 5pm on Wednesday 7th October 2026. Interviews will be held between 12th to 14th October 2026. Included in this pack is some information about the College, the Exams Department and an outline job description.

For further details and to access the application portal please see below or visit www.wyke.ac.uk/about-wyke/staff-vacancies. If you have any queries about applying for the role, please contact personnel@wyke.ac.uk, or call 01482 346347.

The College is committed to safeguarding children and vulnerable adults. The successful applicant will be required to disclose any criminal convictions and agree to a check being made through the Disclosure and Barring Service. Please note that any eventual offer of employment will be made provisional subject to receipt of satisfactory DBS, qualification, barring, health and reference checks.

I would like to take this opportunity to thank you for the interest that you have shown in this post. Following short listing, we will endeavour to contact all applicants via email to advise them whether they will be invited in for an interview process.

Yours sincerely

#MakeItHappen

www.wyke.ac.uk

WORKING AT WYKE

Wyke is a successful and highly ambitious Sixth Form College whose aim is to be the best college in the country. We are an established, popular College with an outstanding reputation in the locality. The college draws students from Kingston-Upon-Hull, East Riding of Yorkshire, and further afield. The largest and one of the most successful A-level provider in the area, we offer applicants the opportunity to work alongside committed colleagues who have enabled our students to achieve high levels of success. At Wyke we put the student first and all decisions centre around staff working together to meet their best interests.

We currently have over 2400 students and around 200 members of staff. We offer a wide range of A Level courses as well as some highly successful VOC courses, both those equivalent to one, two and three A-levels, and a small number of GCSEs.

Each A-level, GCSE or VOC is allocated 4 x 70 minute lessons and a full time teacher will teach 5 of these 'blocks'. The teaching day begins at 9a.m. and finishes at 4p.m. On some mornings full staff or faculty briefings are held at 8.45a.m. to keep staff up to date with what is happening around the college and allow a time for them to catch up with each other.

We have an excellent team of staff and their continuing professional development is a priority at Wyke. The approach for this was recently revised so that so that members of staff fall into one of a number of development strands e.g. 'Aspiring Leaders', 'Lead Learners', 'Pastoral', 'Administrative'. Some development activities take place on one of the four Development Days spread across the year while other sessions are during afternoon workshops or independent activity which happens whenever is convenient for the staff members involved. Our plan is that every member of staff will have an entitlement to a significant amount of development every year and we also offer a system for people to log that development, including any activities undertaken independently.

We offer a welcoming college with supportive management and a strong team atmosphere as well as a modern environment. We are lucky to work with great students who are here to learn and have chosen their subjects so standards of behaviour are high.

WORKING AT WYKE

Our employees at Wyke 6th Form College have access to a number of different benefits including:

- Generous pension schemes
- Generous holiday entitlements
- Significantly enhanced sick pay
- In service life cover
- Structured pay grades
- Funded development opportunities
- Free tea and coffee
- Free staff counsellor
- Other mental health support including Mental Health First Aiders on site
- Occupational Health support
- Flu-jabs
- Cycle to Work Scheme
- Multi-faith room
- Subsidised food costs
- Subsidised social events
- Use of library facilities
- Staff sports classes
- Opportunities to travel with college trips
- Employee Assistance Programme

THE EXAMS DEPARTMENT AT WYKE SIXTH FORM COLLEGE

Facilities

The Exams Assistant works within the Exams Department which is located in a central part of the college. Close by there is a secure room used to for the storage of papers and completed scripts.

Staffing

The Exams Manager is the central point of contact for the examinations function. There are currently two Exams Assistants supporting the functions of the team. These members of staff manage invigilation and examination administrative functions.

Reporting

The Exams Assistant will report to the Exams Manager, who reports to the Assistant Principal responsible for Data and Systems.

Training

Staff development is a priority at the college and training and development opportunities will be available for the successful candidate both as an individual, and as a member of the College more broadly.

The Exam time table and registrations

Course registrations, examination entries and assessments occur throughout the academic year, although the significant external examination months are November, January and April through to June each year. We also run mock examinations in line with JCQ regulations twice a year.

Candidate

The Exams Assistant will support the Exams Manager to manage the examinations timetable and communicate details to all stakeholders in a range of formats that are both accessible and timely. Through direction from the Exams Manager, the post holder will adhere to all JCQ and Awarding Body requirements, and will ensure that accurate and detailed records are securely maintained.

On results day, the post holder may be required to complete priority and non-priority re-mark forms, reviews of marking and access to student scripts; they will also be on hand to discuss these options with students, as required.

JOB DESCRIPTION

Job Title :	Examination Invigilator
Postholder's name:	
Reporting to :	Examinations Manager
Member of:	
Overall purpose:	To undertake the role of invigilator in external examination rooms, providing a calm and organised experience for students, ensuring exam board rules are followed and the safe collection and handover of scripts.
Policy and procedure:	Inherent in this job description is an expectation that you will observe and implement the agreed policies and procedures of the College, including conduct, health and safety, safeguarding, appraisal and equality and diversity.
Key duties:	<i>Preparation of examination rooms</i> • Checking that the room meets external requirements (for example the centre number and clock are clearly visible to all) Setting out candidate numbers on desks <i>Starting the examination</i> • Helping to get candidates into the exam room in an appropriate manner • Ensuring correct seating and identification of all candidates • Ensuring that candidates have correct papers • Ensuring candidates are aware they are under exam conditions • Reading aloud notices in a small classroom setting • Notifying candidates of the start of the examination • Recording start and finish times of examinations

JOB DESCRIPTION

During the examination

- Opening and distributing papers and other materials
- Ensuring the attendance register and seating plans are completed
- Ensuring late candidates are seated and allowed to partake in the exam with minimum fuss.
- Supervising candidates in a quiet and unobtrusive manner
- Responding to candidates' queries in accordance with regulations

Supervising any candidates who may need to leave the room in accordance with exam regulations

Finishing the exam

- Ensuring that efficient timekeeping is maintained
- Notifying clash candidates to remain seated until collected by an invigilator.
- Ensuring exam conditions are maintained until candidates are dismissed
- Collecting scripts in attendance register order
- Checking that nothing has been left at the desk and no graffiti has been made during the exam

Ensuring that scripts are never left unattended and none are missing

Additional points

- Two-way radio communication between invigilators and the exams office, supported by a system of a 'runner', is in place
- Training will be given and there will be an induction period in which new invigilators will not be expected to take sole charge of an exam room

Please note, successful candidates will be required to attend a full day training event on a date to be advised and have significant availability between 1st May and 26th June 2026.

Person Specification

Essential qualities	Desirable qualities
	Successful experience of working with 16-19 year olds.
Genuine care for the welfare and high achievement of students	Knowledge of or training in safeguarding of young people
Friendly, calm demeanour	
Organised, systematic worker with good attention to detail	
Commitment to team-work and problem solving	
Ability to follow precise instructions and communicate clearly with candidates	

FURTHER INFORMATION CONTACT

Wyke Sixth Form College

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Wyke
SIXTH FORM COLLEGE

www.wyke.ac.uk