Robertsbridge Community College

Part of the AQUINAS TRUST

CASUAL EXAM INVIGILATOR

Candidate Recruitment Pack



Welcome

Robertsbridge Community College

From the Headteacher
Robertsbridge Community College

Dear Applicant

Thank you for your interest in joining Robertsbridge Community College. It is my absolute privilege to lead this remarkable school as we move into the next stage of our rapid improvement journey.

Robertsbridge is a small, friendly 11–16 community school set in the beautiful Sussex countryside, serving both our local village and the surrounding areas. Our size is one of our greatest strengths: it allows us to know every student as an individual, while still offering a rich and ambitious curriculum.

In March 2025, Robertsbridge proudly joined the Aquinas Education Trust, a strong family of schools based across Bromley and East Sussex. Being part of this trust provides our staff with exceptional professional development and career progression opportunities, as well as the chance to collaborate with passionate, like-minded colleagues who share our commitment to excellence.

At Robertsbridge, we are dedicated to helping every student develop the knowledge, character, and skills they need to succeed, both in school and in life. We achieve this through a combination of high expectations, strong support, and a culture where every child is encouraged to aim high and believe in their potential. You will be joining a team of staff who are deeply committed to our students, our community, and to achieving the very best outcomes for all.

Our values of Ambition, Pride, and Respect underpin everything we do. They are not simply words on a wall; they shape our decisions, our relationships, and our daily practice. We expect our students to live these values, and we hold ourselves to the same standard.



The foundation of our improvement journey is ensuring that every student experiences consistently high-quality teaching and learning. We invest heavily in a robust internal professional development programme and maintain strong behaviour systems that enable teachers to teach and students to learn. Our behaviour policy is rooted in a 'warm strict' ethos, unapologetically high standards delivered with fairness, consistency, and mutual respect.

This is an exciting time to join Robertsbridge Community College. We are ambitious for our students, our staff, and our community, and we are determined to become a school that everyone connected to Robertsbridge can be truly proud of.

Thank you once again for your interest. I warmly encourage you to visit us, meet our staff and students, and see our values in action.

Yours sincerely

Mr J Pratt
Headteacher

Our shared vision of Life Transforming Learning places our values at the heart of all we do



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Safeguarding Statement

The Aquinas Church Of England Education Trust is committed to safeguarding and promoting the welfare of children. We expect all staff, Aquinas Advisory Council members, volunteers and visitors to share this commitment.

About Robertsbridge Community College

Robertsbridge Community College is a happy, welcoming and inclusive 11-16 school situated within a thriving village in a beautiful part of East Sussex. Robertsbridge lies approximately 10 miles north of Hastings and 13 miles south-east of Tunbridge Wells. The village is well connected with a main railway line from Hastings to London, and to the A21 trunk road.

Our Vision and Values

Robertsbridge Community College is embarking on an exciting new chapter in its journey of improvement. With a renewed vision and a clear focus on raising standards, we are committed to ensuring that every pupil thrives academically and personally. At the heart of this transformation are our values: Ambition, Pride, and Respect. These principles guide everything we do, shaping the culture of our school and the aspirations we hold for our young people.

Our Values in Action

- Ambition – We set high expectations for ourselves and our pupils, striving for excellence in every aspect of school life.
- Pride – We take pride in our achievements, our school, and our community, celebrating success and fostering a strong sense of belonging.
- Respect – We value diversity, kindness, and integrity, ensuring that every member of our community feels safe, supported, and respected.

Our People

Staff at Robertsbridge are passionate and committed to providing the best possible experience for our students. We are reflective, outward facing professionals committed to exploring how we can make the Robertsbridge experience even better. Every member of staff is on their own learning journey, and we are committed to growing and nurturing everyone in the school community within a learning culture



Our Journey

The school has experienced a period of change and improvement as we work tirelessly to further develop our work in response to our last OFSTED report. Our 2024 GCSE results were the best results we have achieved for five years and are clear evidence that Robertsbridge is going from strength-to-strength on our improvement journey.

About Aquinas Church Of England Education Trust

- Established in 2013, the Trust was founded as a natural development of positive relationships built between neighbouring Church of England schools; initially in the Bromley area. In November 2018, we added two community schools to our family, Rye College and Rye Community Primary School in East Sussex.

- We have a shared vision of Life Transforming Learning that places our values at the heart of all we do. Our values, founded on Christian principles, have excellence at their heart. We invest in teaching and leadership so that we deliver highly effective learning across the Trust. We believe in learning from and growing through the rich diversity of backgrounds and beliefs.

- All Schools within Aquinas collaborate to share their professional expertise and partner with the wider community so all can flourish. We take collective responsibility for those in our schools; working together to pool our energy to find solutions to problems that arise to remove barriers that may prevent success.

At Aquinas, we work together so that our learners have an exceptional education; one where individuality is celebrated, talents are nurtured and progress is sustained from early years to Post 16.



Our Academies

Since our first primary and secondary schools came together, a further ten schools have joined us. We now have twelve academies (three secondaries), with over 700 colleagues, and almost 5000 children and young people in our care.

Bishop Justus CE School
Cudham CE Primary School
Keston CE Primary School
Parish CE Primary School
Robertsbridge Community College
Rye College
Rye Community Primary School
St George's CE Primary School
St John's CE Primary School
St Mark's CE Primary School
St Nicholas CE Primary School
Trinity CE Primary School

The Casual Exams Invigilator Role



Grade: ES4.9
Full Time: £26,016 p.a. (actual salary dependent on hours worked)
Contract: Casual
Hours: As required
Reports to: Examinations & Data Officer, Headteacher
Start Date: As soon as possible

Robertsbridge Community College is looking for Exam Invigilators to join our Exams team.

If you have a few hours spare and would like to get involved with your local community, this is a great opportunity.

Our ideal candidate will:

- Reliable;
- Excellent communicators;
- Team players; and
- Able to follow and give clear instructions.

Child Protection and Safeguarding Policy

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with the College's Child Protection and Safeguarding Policy, and the requirement to report to the Child Protection Officer any concerns relating to the safety or welfare of children.

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

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Job Description

Purpose of the Role

The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body. To uphold the school's policy in respect of child protection matters. S/he shall be subject to all relevant statutory and institutional requirements.

This job description is not necessarily a comprehensive definition of the post.It will be reviewed at least once a year, and it may be subject to modification at any time after consultation with the post holder.

The Examination Invigilator responsible for:

- The invigilation of school and public examinations.
- The proper conduct of examination sessions in the presence of the candidates.
- Always being vigilant and supervising candidates to prevent cheating and distractions.
- Contributing to the over all ethos, work and aims of the school.

Summary of Responsibilities and Duties

Key Tasks

- To be aware of information issued by examination boards such as 'Instructions for the Conduct of Examinations', Checklist for Invigilators', 'Notice to Candidates' and the 'Warning to Candidates'.
- To assist in the setting up of exam venues as per examination board requirements.
- To assist in the evacuation of the examination room in case of emergency as per school and examination board policies and procedures.
- To report as required any incidents of unacceptable behaviour or issues of concern to the appropriate member of staff.
- To give one's whole attention to the proper conduct of the examination as per examination board and school requirements including the following points:
  - To take all reasonable steps to ensure that candidates take into the examination room only those articles, instruments or materials which are expressly permitted in the rubric of the question paper, stationery list or in the syllabus for the subject being examined
  - To warn candidates that any unauthorised materials must be handed in
  - To ensure that only authorised people are allowed in the exam room
  - To ensure that each candidate in the examination room can be always observed by an invigilator
  - To ensure that no candidate leaves the room until at least one hour after the published starting time or a period equal to the duration of the examination, if less than one hour
  - To summon assistance as required and without disturbing candidates to deal with unexpected situations such as:
    - Candidates who need to leave the room temporarily (must be accompanied by a member of staff)
    - Candidates in need of medical attention
    - Concern regarding unusual activity of materials
  - To inform candidates when they have five minutes remaining and to stop writing at the end of the examination as required.
  - To help collect all scripts, question papers and unused stationery before candidates leave the examination room.
  - To ensure that staff do not remove question papers from the examination room until the end of the examination session.
  - To attend relevant meetings and training sessions as required.
  - To establishand maintain good relationships with all students,colleagues and other professionals.

Casual Exam Invigilator Person Specification

Qualifications, Training and Experience

- Degree or equivalent (desirable).
- Commitment to professional learning actitivies.

Experience

- Working in a secondary schools (desirable).
- Experience of working or studying in a higher education environment (desirable).

Professional Knowledge and Understanding

- Good numeracy skills.
- Effective oral/written communication skills.
- An understanding of examination processes (desirable).

Personal and Professional Qualities and Attributes

- Accuracy and attention to detail.
- A flexible approach to work.
- Ability to relate to academic staff and students.
- Ability to work under pressure and to tight deadlines.

Casual Exams Invigilator Person Specification

Health & Safety Functions

This section is to make you aware of any health and safety related functions you may be expected to either perform or to which you may be exposed in relation to the post you are applying for. This information will help you, if successful in your application, to identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Function	Applicable to role
Using display screen equipment	Yes
Working with children/vulnerable adults	Yes
Moving & handling operations	No
Occupational Driving	No
Lone Working	No
Working at height	No
Shift / night work	No
Working with hazardous substances	No
Using power tools	No
Exposure to noise and /or vibration	No
Food handling	No
Exposure to blood /body fluids	No

How to Apply

Please send your application, outlining your suitability for the role by email to Lauren Myburgh (HR Manager) on lmyburgh@robertsbridge.org.uk.

Closing date for applications: **Monday 23 November 2026, 9am***

Interview date to be confirmed

Alternatively, submit your application to the HR Officer, Aquinas, Magpie Hall Lane, Bromley, BR2 8HZ.

Visits to the school are welcomed. For further information about the role or to arrange a visit please contact Lauren Myburgh (HR Manager) on lmyburgh@robertsbridge.org.uk



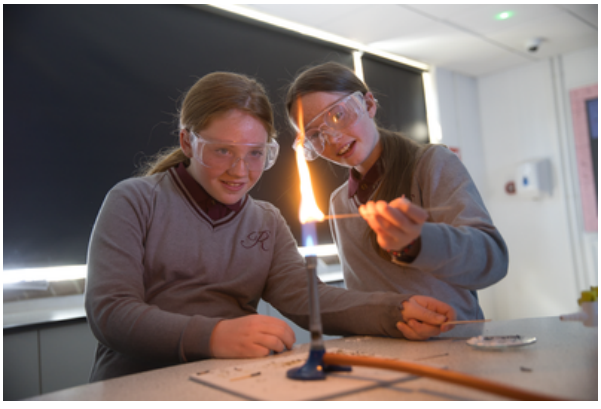
Shortlisted candidates will be asked to bring appropriate identification with them to interview.

For the purpose of DBS clearance, only copies of the successful applicant's identification will be retained.

All candidates should provide two references.

Permission should be sought prior to including any referee on your application form. Shortlisted candidates may have their references taken-up before any interview – unless explicitly requested in their application.





*We reserve the right to interview and appoint at any stage during the recruitment process.



Thank you for your interest in becoming a Casual Exams Invigilator in our school.

Contact Details

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www.robertsbridge.org.uk

aquinas.recruitment@aquinastrust.org