



**TRURO
SCHOOL**

NURSERY | PREP | SENIOR | SIXTH



Information for Candidates

Exams Assistant & Lead Invigilator

Commencing November 2026

Part Time / Permanent / Term Time Only (Plus)

Truro School, Trennick Lane, Truro, TR1 1TH
www.truroschoo.com, recruitment@truroschoo.com

Established in 1880, Truro School is Cornwall's leading independent schools for girls and boys aged 3 to 18

From Kieran Topping Chief Operating Officer



Dear Candidate,

Thank you for your interest in the role of Exams Assistant & Lead Invigilator at Truro School.

Our School is steeped in 145 years of history and is Cornwall's only co-educational independent school for children aged 3-18. We are situated on two campuses. The Senior School educates around 800 pupils and is set within 40 acres of sports fields and open spaces overlooking Truro and its iconic Cathedral. The Prep School educates around 300 pupils and is located next to the Royal Cornwall Hospital. We have superb facilities and resources at both sites that support our forward-looking educational ambitions.

Our Cornish setting allows us the privilege of working in a thriving city surrounded by beautiful rural and coastal opportunities. Our educational philosophy is to promote inclusive excellence, academically, pastorally and via a vibrant co-curriculum, for all who join our school.

Underpinned by a welcoming and liberal Methodist ethos, we champion the values of curiosity, courage, creativity, compassion and confidence in all we do. We want all our pupils to be and to become the very best of themselves, embracing the richness of a broad and forward-thinking education. We want our staff to be excited by what we are able to provide for the children under our care.

We are an excellent co-educational school that is large enough to offer many diverse and exciting opportunities, but small enough to know our children and families well. We champion an ambitious, broad and balanced education, and we hope that everybody who joins us will feel an important part of this flourishing community.

For a flavour of life here at Truro School please look at our website www.truroschoool.com and view our virtual tour, where you will see and hear from staff and pupils, and find a glimpse of who we are and where we work.

A handwritten signature in blue ink, appearing to read 'Kieran Topping'.

Kieran Topping
Chief Operating Officer

Job Description: Exams Assistant and Lead Invigilator

RESPONSIBLE TO: Examinations Officer

Grade: NT3

The Purpose of the Role:

To assist the Examinations Officer with the administration and organisation of all aspects of external and internal examinations in accordance with the regulations laid down by the awarding bodies and help co-ordinate the collation and analysis of examination results. The Examinations Assistant will work alongside the Examinations Officer throughout the academic year, so they can identify and complete crucial tasks in the event of a sudden absence of the Examinations Officer in order to ensure the exams process continues to run smoothly. The Examinations Assistant will also act as Lead Exams Invigilator when necessary.

The Examinations Officer is a member of the Administrative IT Team, reporting to the Assistant Head (Director of Studies).

The following list of responsibilities is taken from the Examination Officer's job description. The Examinations Assistant is **not** expected to assist with these areas all of the time, but should be willing and able to assist with any area at any time as directed by the Examinations Officer or SLT (Senior Leadership Team) member, who will give assistance, in the case of a sudden, unplanned absence of the Exams Officer.

Key Duties and Responsibilities:

As Lead Exams Assistant duties will include:

- To advise the SLT, Heads of Department and Heads of Year as well as other relevant support staff on annual examination timetables and application procedures as set by the various examination boards.
- Oversee the production and distribution to staff and candidates of the annual calendar for all exams in which candidates will be involved and communicate regularly with staff concerning imminent deadlines and events.
- Ensure that candidates and their parents are informed of and understand exam timetables and exam regulations – particularly how candidates should conduct themselves in written exams.
- Consult with teaching staff to ensure that necessary non-examination assessment and other internally marked tasks are completed on time and in accordance with JCQ (Joint Council for Qualifications) guidelines.
- Collect and confirm data on estimated entries and co-ordinate the preparation of final entries to the examining bodies in a timely manner, liaising with Heads of Department, as necessary.
- Receive, check and store securely all exam papers and completed scripts.
- Administer access arrangements as directed by the SENDCo and Examination Officer.
- Ensure that, with written permission from a member of SLT, that special consideration for an exam is applied for if a candidate suffers a genuine disadvantage at the time of the exam. Identify and manage examination timetable clashes, in accordance with awarding body regulation.
- Account for income and expenditure relating to all exam costs/charges.

- Assist in organising the training and monitoring of the team of exam invigilators responsible for the conduct of exams and checking their hours. Manage the invigilator budget.
- Monitor the competence of invigilators by using a friendly and non-intimidating approach to check their understanding of exam regulations.
- Arrange dissemination of exam results and certificates to candidates and forward, in consultation with the Head and/or Deputy Head, any appeals/remark requests.
- Download, process and distribute exam results to pupils and staff. Under direction of the Deputy Head, produce a summary of statistics for publication and internal use.
- Arrange internal school examinations working with the Assistant Head (Director of Studies). During the Summer exam season, the role of arranging the internal school examinations will be delegated to the school administration team and Assistant Head (Director of Studies).
- Maintain systems and processes to manage late entries and amendments.
- Respond to all requests for exam result information from HMC, ISI, DfES etc for league table and other uses.
- Ensure that all post results services requests are recorded in accordance with school's procedures and as directed by the Examinations Officer.
- Keep up to date with the necessary policies, procedures, rules and regulations laid down by the different awarding bodies and JCQ.
- Ability to deputise in the Examination Officer's absence.

As Lead Invigilator duties will include:

- Supporting the team of invigilators and Examinations Officer to ensure the smooth running of exams.
- Ensuring the integrity of exams before, during and after the exam. In particular question papers and answer scripts must always be kept secure by invigilators from the time that they are delivered from the exam's office up until the time that they are returned to the Examinations Officer.
- Taking responsibility for the smooth running of the examinations process in the examination room for each session, maintaining the integrity of the exams process and ensuring all exams are conducted in accordance with the awarding body's regulations.
- Taking responsibility and demonstrating leadership through the fair delegation of tasks amongst invigilators and making decisions regarding the examination process.
- Assisting with the production of paperwork and all exam rooming requirements.
- Supporting the Exams Officer with facilitating any appropriate access arrangements for identified students.
- Overseeing the main examinations hall ensuring that all aspects meet exam board requirements: invigilator numbers, heating, lighting, ventilation and levels of extraneous noise, clock, posters, and candidate seating.
- Safeguarding the health, safety and welfare of pupils in the examination room and ensuring all candidates have an equal opportunity.
- Preventing possible candidate malpractice.
- Preventing possible administration failures.

Person Specification:

Essential:

- Strong administrative skills, personal organisation and attention to detail
- Excellent communication skills, both verbal and written
- Excellent organisational and managerial skills, preparing examination rooms and staffing.
- Good interpersonal skills and an ability to work calmly and efficiently whilst under stress, and while others are working under stress.

- Effective IT skills with a sound knowledge of Microsoft Office Word & Excel essential plus a willingness to undertake training on SIMS as necessary.
- Willingness to work flexible hours during the busy examination seasons which may include early morning starts and late finishes.
- Flexibility to take on an increasing number of tasks if the Examinations Officer becomes suddenly unavailable.
- Confidentiality both inside and outside the workplace

Desirable:

- Experience of working as an invigilator
- Adaptable, innovative thinker with good problem-solving skills. The ideal candidate will highlight problems to the Examinations Officer as appropriate but also offer possible solutions. The Examinations Assistant should, ideally, be willing to challenge the status quo and think about how things can be done more efficiently – in particular, maximising computers and MS-Excel.
- Ability to work within a team but also being a good, sole worker who can complete essential, sole tasks when required.
- A good sense of humour is always most desirable, and the Examinations Assistant should always help to maintain calmness and a positive attitude among all exam team members.
- Sensitive to the Methodist ethos of our School

Additional:

Truro School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and behave accordingly. This role may involve direct responsibility for children and daily contact with students. The successful candidate will be subject to all relevant pre-employment checks, including a Disclosure and Barring Service (DBS) check.

This job description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.



Truro School

Our Motto

Esse Quam Videri, meaning 'to be, rather than to seem to be.'

Founded by Methodists in Cornwall in 1880 our School is a welcoming community in which children and adults can flourish, thrive and be happy. They enjoy being and becoming the very best of themselves.

Our Values

From nursery through to Sixth Form, the values our community nurtures are:

- **Curiosity** to always want to discover and learn more, academically and more widely too.
- **Confidence** to build resilience by learning from both successes and failures alike.
- **Compassion** to understand and champion the needs of others, in our community and beyond.
- **Creativity** to be imaginative in how we express ourselves and approach new challenges.
- **Courage** to enjoy becoming the very best of who we are, with integrity and ambition.

Our Ambition

To be a community of inclusion and excellence delivering the best educational journey in the South-West.

Our community and its culture reflect our Methodist foundation and our ongoing evolution in an inspiring Cornish setting. In an ever-changing world, we support and challenge young people to thrive – personally, spiritually, academically, socially, and physically. We value our pupils in the diversity of their identities, beliefs, abilities, talents, interests, backgrounds, and needs. The happiness, energy and wellbeing of our community shapes and inspires who we are and who we can become.

Academic Life

Many of our pupils at Truro School celebrate exceptional results as they prepare to move on to the next stage of their lives, education and career. Our Upper Sixth pupils enjoy places at some of the best universities in the world including Oxford, Cambridge, and a range of Russell group and international universities.

53% of GCSE and iGCSE grades in 2026 awarded were 9-7 (or A*/A), with 19% at grade 9.

In the same year, we were pleased to report 49% of A-Levels were graded A*/A. Furthermore, 80% of all A-Level grades were graded at A*-B.

GCSE results: www.truroschoo.com/senior-school/academic/results

The Co-Curriculum

We believe that a rich co-curricular life is a key ingredient of an excellent education. Whilst having fun, participating in a wide range of activities, without academic pressures, pupils broaden their horizons and learn a new skill or extend existing skills. This develops confidence, self-esteem, teamwork and independent-thinking, communication skills and social development across all year groups.

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Our aim is for every Truro School student to leave us with a breadth of knowledge, understanding and a desire to continue with their selected passion. We encourage students to try a variety of activities, to embrace challenge, success and failure in order to grow.

SPORT

Truro School has an enviable reputation for the high quality of its sporting provision. Several teams compete nationally and the School hosts elite sportsman in the fields of windsurfing, fencing and sailing to name but a few. All abilities are catered for and every student is encouraged to participate in order to maintain a healthy lifestyle.

MUSIC

Truro School is one of the most busy and vibrant music departments in the country and is home to the Truro Cathedral choristers. Music is evident in all year groups with over 60 concerts each year involving our ensembles, choirs and bands. Tuition is available for numerous instruments including cello, violin, flute, clarinet, saxophone, drums. Over a third of our school undertake instrumental or vocal lessons each week from 30 of the county's top specialist teachers.

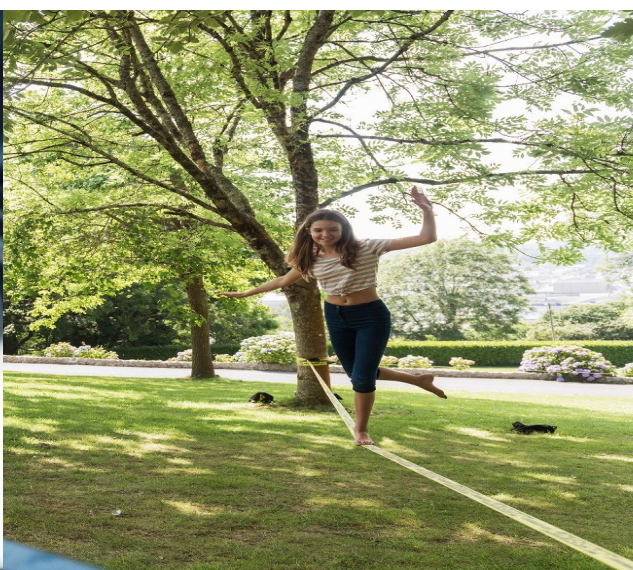
Major events each term include the annual Hall for Cornwall Concert, the Junior and Senior Charity Concerts, jazz band and Nine Lessons and Carols.

DRAMA

Truro School is renowned for the quality of its drama productions which are held in our professional Burrell Theatre. The school runs a number of major productions throughout the year including the annual whole school play or musical, an annual sixth form drama project (including performing at the Edinburgh Fringe Festival every two years) and the junior play in the summer term.

CORNWALL

Truro School is located in the county of Cornwall, in south west England. It is surrounded almost exclusively by water which makes it ideal for those who love to spend their downtime at the beach, surfing, sailing, windsurfing or just enjoying a coastal walk. With the nearest beach only a 15-20 minute drive either north or south from Truro School, it is most certainly a life style choice of many. Take a look at www.visitcornwall.com for more information about how to get here, where to stay and what's on.



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TERMS OF APPOINTMENT

If you are appointed to the role, a formal offer will first be made verbally and then followed up with an offer letter and contract of employment. The following are for guidance and may or may not be available at the time of offer. Benefits are subject to change from time to time.

- Competitive salary based on the Truro School Salary Scales
- L&G Defined contribution pension scheme
- Lunch provided
- Free membership of the Sir Ben Ainslie Sports Centre and pool facilities
- Free weekly fitness classes for staff only
- Access to a wide range of books, magazines and DVDs through the School library
- Free parking
- Free fruit, tea, coffee and use of an espresso machine
- Discounted school fees
- Employee Assistance Program
- Cycle to Work scheme
- Employee benefits platform
- Continued Professional Development and training possibilities

Appointment

This is a permanent, term-time only position (34 weeks per year), working 1 day per week (7 hours) during term time, together with an annual contracted bank of 150 hours to support examination periods when full-time attendance is required. Flexibility is essential, as the post holder will be required to work additional hours throughout the year, particularly during the busy summer examination season, GCSE and GCE results weeks in August, university admissions testing periods in November, and any autumn external examinations taking place during school holidays. These additional hours beyond the 150 contracted bank hours, will be paid at £14.21 per hour, plus 12.07% holiday pay, on submission of an authorised timesheet.

Salary

This role is graded at NT3 on the OPS Salary Scales and equates to an FTE salary of £27,711pa. Based on an FTE of 0.223, your actual salary would be £6,180pa.

Pension Scheme

As part of its commitment to supporting staff in saving for retirement, Truro School offers a workplace pension scheme through Legal & General. Employees who contribute the minimum of 5% of salary benefit from a 10% contribution from the School.

Employee Assistance Program/Employee Benefits Platform

Truro School utilises Help@Hand as our EAP provider so all employees have access to a 24/7 helpline and website support. In addition, this platform gives to access hundreds of discounts, offers and savings from high street retailers to holidays, Marks & Spencer to Bloom & Wild.

Other Employment Checks

The offer of employment will be conditional upon satisfactory receipt of the following;

1. Proof of right to work in the UK
2. Enhanced criminal background check (DBS) & Barred List check
3. Two satisfactory references
4. Evidence of qualifications held
5. Overseas criminal record check (if you have resided or worked out of the UK in the past 3 years)
6. TRA and section 128 check (if applicable)
7. Fit to Work Questionnaire
8. Acceptable self-disclosure form



APPLICATION PROCESS

To apply for this position, you will need to complete and submit a formal application using our Truro School application form. We are unable to accept any CVs. This should be emailed to recruitment@truroschoo.com or mailed to the School address.

Through the submission of your application form you should demonstrate your qualifications, skill, and experience in relation to the role you are applying for. This information will be assessed against the requirements detailed in the job description.

Once the closing date for applications has been reached we will shortlist applicants and you will be contacted in order to either be invited to interview or to be notified that you have not been successful this time. Our shortlisting process utilises anonymised application form in order to avoid any bias. If you are called for interview you will be asked to provide your right to work in the UK evidence, complete a self-disclosure form and a provide a copy of your

qualifications. Additional selection methods such as a presentation or activities/tasks may be used and you will be notified in advance if that is the case.

References may be taken up prior to interview.

All applicants must be prepared to have a Disclosure and Barring Service (DBS) check and undergo any other appropriate child protection screening including checks with past employers.

The post for which you have applied is exempt from Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, amended 2013. If you are shortlisted and invited to interview, you must declare any relevant warnings, reprimands, cautions and/or convictions by completing a self- disclosure form prior to interview. Any positive disclosure will be discussed at interview.

Any information given will be treated in strict confidence and will be considered only in relation to

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your application for this post. Truro School does not discriminate against candidates with irrelevant criminal convictions. For further information on which offences should be disclosed please visit:

<http://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf>

and/or view the flowchart on our employment webpage.

Candidates who have a disability or any other special requirement should let the school know so that reasonable adjustments can be made during the recruitment process.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or Department for Education.

We look forward to receiving your application.