



Littleover  
Community  
School



01332 513 219



jobs@littleover.derby.sch.uk



[littleover.derby.sch.uk/careers](http://littleover.derby.sch.uk/careers)



## APPLICATION PACK

# Littleover Community School Chief Exam Invigilator

# A warm welcome from our Headteacher, Mrs L. Johnson

Many thanks for your interest in the Chief Exam Invigilator position. Littleover Community School is a warm and welcoming environment, where the motto of 'Learn, Care and Succeed' underpins the vision for our school. Staff joining Littleover Community School should understand from the outset that we work together in partnership with students and families to provide a safe and stimulating environment, where all members feel valued and safe.

Our expectations are high, and this is evident through the reputation of Littleover Community School; in the last school inspection, Ofsted found the school to be 'Good' and the Sixth Form 'Outstanding'; the student outcomes at Littleover Community School, both at GSCE and A-Level, as well as the enrichment programmes on offer, are excellent. We are proud of the achievements of our students and know they happen because we value and celebrate staff expertise.

Littleover Community School offers a robust and engaging CPD programme and staff wellbeing is taken seriously here; again, this can be stated with confidence as staff retention at LCS is high.

I hope you will consider the information above when making your application to Littleover Community School; we want committed practitioners that will support Littleover Community School students to become life-long learners, and well-rounded citizens.



Best of Luck,

A handwritten signature in black ink, appearing to read "L. Johnson".

Mrs L. Johnson  
**Headteacher**

# Learning, Caring, Succeeding

Littleover Community School is a Local Authority maintained school with an outstanding Sixth Form, catering for ages 11 - 18 with approximately 1850 students.

## Welcome to Littleover

As a school, we are committed to continuous improvement so that we can continue to evolve to match the changing needs of our students, parents and carers, staff and wider school community. We are keen to utilise the latest thinking and technologies to ensure all our students are best equipped to achieve success in the future.

Our governors and staff are fully committed to serving the needs of our school community in these challenging social times, including continuing to develop the very strong academic performance of our school. If you feel you could contribute to this vision, we would be very pleased to receive your application.

Littleover Community School is an 11-18 comprehensive, community school. We are a Local Authority maintained school and have a positive working relationship with Derby City Council.

Our school is situated four miles to the south west of the centre of Derby, in pleasant, spacious grounds. We have a proud academic and pastoral record and the school is always popular with parents and carers looking for school places, within our own catchment area and beyond.

We currently welcome 295 students into Year 7 each year, giving us a current roll of approximately 1850, including a Sixth form of over 350 students.

## Student outcomes

We are proud of our students' attainment and progress: Littleover Community School students consistently perform above local and national averages.

### Summer 2025 headlines:

- GCSE grades 9-4 in Maths and English 74%
- Grade 4 and above in English Baccalaureate 49%
- Key Stage 4 students who receive the Pupil Premium achieved in line with their Attainment 8 target on average.
- A\*-A grades at A Level 33%
- A\*-C grades at A Level 86%



# Learning, Caring, Succeeding

## Our Vision & Aims

We are an inclusive school which means we are determined to ensure all students achieve the best outcomes possible. Our aims of "Learning, Caring and Succeeding" are the basis for all that we do and students are at the heart of our everyday practice. Looking to improve further is always key. Our school priorities are shared with staff and Governors and our community of parents/carers and students have a say in what we are and what we want to be.

## Ofsted

The school was inspected in October 2022 and was judged as 'Good' in all areas with 'Outstanding' Sixth Form provision.

The full report can be accessed here: [HTTPS://FILES.OFSTED.GOV.UK/V1/FILE/50201266](https://files.ofsted.gov.uk/v1/file/50201266)

*"Leaders have high expectations. They have created an inclusive and academic culture. Leaders ensure that all pupils, including pupils with special educational needs and/or disabilities (SEND), achieve well. Leaders help pupils prepare for next steps in their education. Pupils and sixth-form students leave school with the skills and knowledge they need to thrive.*

*Pupils' behaviour in lessons is calm and focused. They are eager to share their ideas and knowledge. The vast majority of pupils do not worry about bullying. If they had any concerns, they would report them to staff. Leaders are quick to respond to concerns. The 'LCS Way' helps to create a caring and purposeful culture.*

*Students in the sixth form experience a welcoming and respectful environment. One student said that attending the sixth form has helped them to develop their identity. Students value the support their*

*teachers provide and the sense of community they share with their peers.*

*Leaders provide pupils with personal development opportunities. These include the Duke of Edinburgh's Award scheme as well as sports, arts and music clubs. Some pupils access games club and craft club.*

*Students in the sixth form join in with enrichment activities. These include pottery classes, learning British Sign Language and a debating society.*

*Leaders are ambitious about what they want pupils to learn. Sequences of lessons cover a broad range of knowledge. Leaders have ensured that teachers know which knowledge to teach and in what order. This helps pupils to develop their understanding of the subjects they study. Sixth-form students are very knowledgeable and make connections between current and prior learning."*



# Why Should You Join Littleover Community School?

## Wellbeing - What We Offer

Access to a team of specialist counsellors who are directly contracted to the school to offer support for our staff.

A centralised behaviour system which means fully supporting teachers, disruption free classrooms and a supportive internal Alternative Provision.

A Leadership Team who fully consider staff workload and wellbeing when considering any changes to practice or systems.

A highly supportive approach to CPD and quality assurances that focuses on every member of staff improving, not proving.

Access to the latest technology, including new high spec laptops for staff.

An approach to pedagogy that ensures we deliver high-quality teaching in each and every lesson, whilst giving staff professional autonomy .

All staff also have access to Education Support's Employee Assistance Programme which includes:

A range of counselling options including telephone, on line or face-to-face sessions, and a mindfulness module

A dedicated coaching service for line managers, aimed at developing soft skills and building confidence for handling challenging situations.

Financial, legal and practical support from qualified professionals on a range of personal issues.

## Employment Benefits

There are an extensive range of benefits that are available to you as an employee of Littleover Community School.

For your health and wellbeing there is access to a free on site gym and an employee assistance programme.

You will have access to the Derby City Council Rewards platform, which hosts a wide range of benefits such as the Cycle2Work scheme, benefits and offers at an extensive network of retailers, Tusker Car Lease Scheme and more!

These benefits run alongside other benefits such as access to the Teachers' Pension Scheme or Local Goverment Pension Scheme (depending on your role), free on-site car parking, free annual flu jab and a friendly, supportive working environment!



# Chief Exam Invigilator

## Vacancy Details

JIQ Reference No:	S-5189	
Salary:	Grade E SCP 10-14 £14.35 per hour	
Hours:	Varied: By negotiation and agreement during the main exam, mock exam and training periods	
Contract Type:	Relief	
Responsible to:	Examinations Officer	
Start Date:	To be confirmed once pre-employment checks have been completed	
Closing Date:	Tuesday 20th January 2026	

## Key Role and Responsibilities

- To assist the Exams Officer in the smooth and efficient administration of internal and external examinations in accordance with JCQ regulations.
- To manage the team of invigilators, including starting and ending examinations making candidates aware of examination conditions according to JCQ procedures and regulations.

### Main duties:

- To assist the Exams Officer in the management and storage of examination papers and examining board stationery.
- To check materials received in accordance with examining board rules and regulations (second pair of eyes check), allowing sufficient time to identify and resolve any discrepancies.
- To support the Examinations Officer in liaising with appropriate colleagues to

determine particular requirements for their subjects.

- To assist appropriate preparation of all exam venues in accordance with JCQ regulations, including transporting of scripts and stationery.
- To manage the examination room and team of invigilators on a day-to-day basis in collaboration with the Exams Officer to ensure supervision of candidates is in line with JCQ regulations.
- To check examination stationery and equipment at the start and end of exams.
- To assist setting up of examination rooms in accordance with JCQ regulations.
- To transport scripts between the secure store and the examination room and sort scripts in accordance with the attendance registers.
- To check all scripts against register and package under supervision of the Exams Officer.
- To report any student concerns and/or malpractice/maladministration to the Exams Officer and Senior Leadership Team.
- To provide candidates with JCQ and exam board specific guidance in the examination room.



## PERSON SPECIFICATION

# Essential & Desirable Skills Littleover Are Looking For

## Skills and Experience

	Essential	Desirable
Experience in organising and coordinating logistical arrangements for events, activities or similar	X	
Experience of working under strict guidelines and regulations		X
Experience of working with young people in an educational setting		X
Availability between 7.30am and 5pm on the days of external examinations (8am and 4pm internal examinations)	X	
Experience of invigilation.		X
Prior knowledge of JCQ regulations.		X
Experience of managing teams of people.		X
Ability to work independently as well as within a team	X	
Able to collate and feedback information		X
Excellent communication skills both verbal and written		X
Able to maintain issues of confidentiality in the working environment		X
Good ICT skills		X

## Personal Qualities

	Essential	Desirable
Ability to use own initiative	X	
Ability to respond positively and calmly, with students, parents, co-workers and external organisations		X
Effective listening skills		X
Confidence and experience of speaking to and working with young people		X
Ability to project voice suitably to address up to 300 young people		X
Understanding of how to deal with young people in a calm and personable way.		X
Solution focused approach to work		X
Flexible attitude to work and willingness to adapt to change		X
Ability to manage stressful situations		X
To share the school's commitment to safeguarding & child protection. Be familiar with the Safeguarding & Child Protection Policy and other relevant school policies		X

# Equality, Diversity & Safeguarding

Littleover Community School is proud of the cultural diversity of our school community.

## Equality & Diversity

Littleover Community School is proud of the cultural diversity of our school community. We welcome enquiries from everyone and also value the diversity of our workforce. As such, the school actively promotes equality of opportunity for all with the right mix of talent, skills and potential.

### Derby City Council's Equality Commitment

<https://www.derby.gov.uk/community-and-living/equality-diversity/our-equality-commitment/>

We welcome applications from a wide range of candidates, including those with criminal records. As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Littleover Community School complies fully with the DBS Code of Practice <https://www.gov.uk/government/publications/dbs-code-of-practice> and undertakes to treat all applicants for positions fairly. Littleover Community School undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed and can only ask an individual to provide details of convictions and cautions that they are legally entitled to know about.

Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended) and where appropriate Police Act Regulations (as amended), Littleover Community School can only ask an individual about convictions and cautions that are not protected.

DBS offers a sensitive applications route for transgender applicants, more information on this can be found at <https://www.gov.uk/guidance/transgender-applications>

Littleover Community School selects all candidates for interview based on their skills, qualifications and experience.

## Safeguarding

Littleover Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An offer of employment will be subject to the receipt of a satisfactory enhanced level DBS disclosure with a children's barred list check, two satisfactory references and successful completion of vetting procedures.

In accordance with the statutory guidance, Keeping Children Safe in Education (KCSIE), an online search will be conducted as part of due diligence on shortlisted candidates.

Copies of our Child Protection and Safeguarding Policy, along with other school policies, are available on our website at: <https://www.littleover.derby.sch.uk/information/policies-compliance>

We would advise anyone applying for a position at LCS to read the above documents, along with the following Keeping Children Safe in Education document: <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

