

Job Vacancy – Invigilator

Salary:	Point 3 of the sixth form colleges support staff scale, currently £12.83 per hour (£24,759.00 per annum). You will accrue annual leave proportionate to the number of hours worked during the leave year (1 April to 31 March). A full-time member of staff is entitled to 22 days holiday per annum, plus 10.5 public holidays. Holiday pay is calculated on a rate of 14.28% (the equivalent of £1.83 for each hour worked), taking the total pay to £14.66 per hour.
Hours:	Flexible by agreement during the main examination period. Inclusive but not limited to May/June.
Contract type:	Casual
Reports to:	Exams Manager
Closing date:	03 February 2026
Start date:	May 2026

On behalf of Greenhead College, thank you for your interest in the post of Invigilator We are pleased that you are considering Greenhead College as the next stage in your career and we hope, subject to matching our criteria, you will apply.

Greenhead College is located on an attractive campus close to Huddersfield town centre, adjacent to the picturesque Greenhead Park. We are a short drive from the M62 and within walking distance of the train and bus station. Therefore, the College is an easy commute from much of the Northwest and Yorkshire.

Approximately 2750 students attend the College studying predominantly A Level courses across 35 subjects, and the College has ambition to grow to at least 2800 students by 2025-26. The academic structure of the College is based on Heads of Curriculum who are subject specialists. The College also maintains a unique tutorial system, with all Personal Tutors being fully qualified teachers, highly experienced in pastoral care, careers guidance and trained in Mental Health First Aid. Students are also offered numerous extra-curricular enrichment activities and a comprehensive programme of projects and work placement opportunities as part of our 'Step Into Your Future' scheme.

In February 2025, OFSTED once again graded the College as 'Outstanding' and as making a strong contribution to skills needs, with no areas of weakness identified. In July 2024 the College secured the Further Education Mental Health Gold Award, due to the level of support it provides to both students and staff. Both the Ofsted outcome and the Mental Health award

recognise the resilience, ambition and success of our students, and the hard work and support provide by all staff, irrespective of their role.

The College is a great place to work, with a warm, inclusive atmosphere existing between students and staff. Our staff are recognised for their hard work and are encouraged to inspire each another, and to develop and grow. We are proud to have a strong and able College Leadership Team, and a highly experienced Board, who work collaboratively to deliver the College's purpose and principles, and strategic objectives.

If you are interested in this vacancy, the full job description and person specification can be found in the application pack.

Applicants should complete and submit the following documents:

- Greenhead College application form;
- A supporting letter of application;
- Equality and Diversity form.

All applications should be submitted to Jen Rothery, HR and Recruitment Manager, via email address jobs@greenhead.ac.uk

If you apply and are unsuccessful in being called to interview, can we thank you in advance for your time and trouble in making this application. Due to time constraints, it would be impossible to respond to everyone individually - we hope that you will understand.

In line with KCSIE 2025 guidance, all shortlisted candidates will be subject to an online search.

Greenhead College is committed to safeguarding the welfare of all of its students and staff. The successful candidate will have to meet the requirements of the person specification in order to be offered the post and will be subject to safer recruitment checks, including an enhanced DBS check and satisfactory references. This position is working in regulated activity and therefore exempt from the Rehabilitation of Offenders Act 1974. Applicants will be required to self-disclose particular criminal convictions should they be shortlisted for interview. Further details can be found within the DBS filtering guide at <https://www.gov.uk/government/publications/dbs-filtering-guidance>

Greenhead College is committed to creating a welcoming, inclusive and supportive environment for all. We value diversity in our community and actively encourage applications from individuals of all backgrounds.