



Saint GREGORY'S
Bath



*An outstanding
Catholic education for all*

Application pack for the post of:

Exam Invigilators

Closing date: Midnight, Sunday 6 February

Interview date: Monday 14 February

"In Christ we flourish"

Saint Gregory's, Bath
Combe Hay Lane, Bath, BA2 8PA
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www.st-gregorys.org.uk

Welcome

Dear Prospective Applicant

Post: Exam Invigilator
Contract type: Casual
Salary: Grade 3 SCP 5-6 £11.28 per hour with statutory pro rata holiday pay included
Hours: A good range of availability to work during school hours during key examination periods (subject to advance notice of dates).
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Thank you for your enquiry regarding the post of **Exam Invigilator** at Saint Gregory's, to start as soon as possible.

Saint Gregory's is an over-subscribed high achieving school with a national reputation for excellence. Our most recent Ofsted and Diocesan inspections rated us as outstanding and we are committed to maintaining and developing that high standard. We are an inclusive school that places the student at the heart of everything we do. As a Catholic school, we provide our students with a moral compass based on Catholic Social Teaching that supports their growth and development. It is essential that our students are encouraged to have enquiring minds, ask questions and form their own opinions.

We are a school community which prioritises the safety and wellbeing of our students and staff. Everyone at St Gregory's is responsible for the safeguarding and wellbeing of our staff and students and we are committed to following safer recruitment practices to ensure we provide a safe environment for our students to flourish.

We are seeking self-motivated Exam Invigilators to assist the Examination Officer in the efficient running of internal and external examinations. The successful candidates will be able to support our values and interact with both colleagues and our students in a calm and respectful manner. Our Exam Invigilators play a key role in ensuring that our exams run smoothly and are compliant with examination regulations. Examinations can be a challenging time for students and so we need Invigilators who can offer compassion and patience as well as the ability to follow process and procedure.

If appointed, you will be required to attend a training morning where you will have the opportunity to meet other invigilators. The morning will involve the dissemination of procedures for running examinations successfully to ensure all invigilators are fully up to date with the expectations and requirements of the role and key safeguarding training.

If you have any further questions please do not hesitate to contact Mrs Quinn, Examinations Officer, by email at quinnh@st-gregorys.org.uk.

Yours faithfully

Ms A Cusack
Headteacher

Job Description

This job description should be read in conjunction with the professional duties set out in the governors' Pay Policy and Performance Management Policy.

The Governors of St Gregory's are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced certificate from the Disclosure and Barring Service including a Children's Barred List Check is required for this post prior to commencement plus other rigorous pre-employment checks.

Key Areas of Responsibility

1. Core Purpose

- 1.1 To provide invigilation cover for external examinations for students at KS4 and KS5 in accordance with Exam Board regulations as established by the Joint Council for Qualifications (JCQ) and carry out associated administrative and clerical duties as requested by the Admissions and Examinations Officer.
- 1.2 To have a key role in upholding the integrity and security of the examination/assessment process

2. Key Duties and Responsibilities

2.1 Before exams

- Liaise with Lead invigilator regarding the sessions planned for the day
- Keep confidential exam question papers and materials secure before, during and after exams
- Ensure exam rooms are set up according to the requirements
- Admit candidates into exam rooms under formal exam conditions
- Identify candidates and seat candidates according to the required arrangements
- Distribute the correct question papers and exam materials to candidates
- Instruct candidates in the conduct of their exams
- Deal with candidate questions
- Start exams

2.2 During exams

- Supervise and observe candidates at all times and be vigilant throughout exams
- Keep disruption in exam rooms to a minimum
- Deal with emergencies or irregularities effectively
- Record/report any incidents, disruption or irregularities
- Complete attendance registers
- Deal with candidate questions according to the regulations

2.3 After exams

- Assist with instructing candidates in finishing their exams and collect exam scripts and exam materials
- Assist with dismissing candidates from the exam room
- Assist with checking candidates' names on scripts, match the details on the attendance register
- Securely return all exam scripts and exam materials to the Exams Officer

2.4 Other tasks

- Undertake training, update and review sessions as required
- (prior to invigilating any exam in a new academic year) Undertake relevant online invigilator training and assessment for that academic year
- Undertake, where required and where able, other duties requested by the Exams Officer, for example:
 - centre supervision of exam timetable clash candidates between exam sessions
 - facilitating access arrangements for candidates, for example as a reader, scribe, etc (full training will be provided)

3. Post Dimensions

- 3.1 Number of staff managed: None
- 3.2 Departmental budget: None
- 3.3 Section budget: None

4. Physical Effort and Working Environment

- 4.1 The postholder will be expected to undertake limited bending, lifting and stretching in the course of their duties.
- 4.2 The post is not exposed to any unpleasant conditions over and above those experienced in a day to day office environment

5. Supervision Received

- 5.1 The post holder will be line managed and supervised by the Admissions and Examinations Officer.

6. Contacts

- 6.1 Appropriate adults and students within the school.

7. Professional Development

- 7.1 The postholder will be expected to undertake any appropriate training provided by the school to assist them in carrying out any of the above duties.

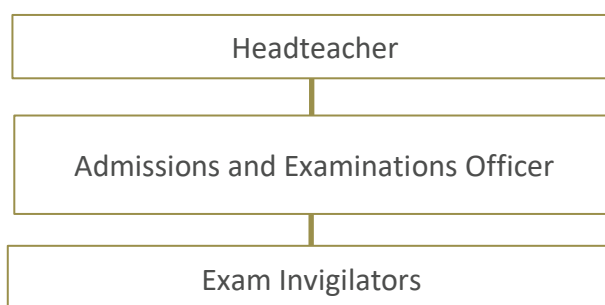
8. Additional Responsibilities

- 8.1 This job description only contains the main accountabilities relating to the post and does not describe in detail all of the duties required to carry them out.
- 8.2 To perform, in accordance with any direction which may reasonably be given to you by the Headteacher from time to time, such particular duties as may reasonably be assigned to you.

9. Special Notes and Conditions

- 9.1 All employees of Saint Gregory's Catholic College are expected to be supportive of the Christian ethos of the school, its aims and Mission Statement.

10. Organisational Management Chart



This job description will be reviewed annually or more frequently if necessary by the Headteacher in consultation with the post holder.

Person Specification

Exam Invigilator	Essential	Desirable
Safeguarding Children		
A clear understanding and commitment to safeguarding and promoting the welfare of children and young people	✓	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓	
Appropriate attitudes to the use of authority and maintaining discipline.	✓	
Qualifications and professional development		
Minimum of three GCSE passes at Grade C or equivalent including literacy and numeracy	✓	
Experience/Knowledge		
Computer literate	✓	
To have recent and relevant experience in a setting that requires excellent attention to detail and accuracy		✓
Personal Attributes		
Ability to relate well to both children and adults	✓	
Able to work as part of a team and individually	✓	
Excellent communication skills (both written and verbal)	✓	
Ability to follow instructions and the ability to give clear instructions	✓	
To be organised and plan ahead	✓	
The ability to be discreet when dealing with sensitive matters	✓	
A positive role model for students and staff	✓	
Emotionally intelligent	✓	
Motivated	✓	
Calm under pressure	✓	
Reliable, organised and punctual	✓	

Applications

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Applicants are asked to submit their application to the HR Department by email to hr@st-gregorys.org.uk.

The application pack is available to download from www.st-gregorys.org.uk. All of our vacancies are also advertised online at www.TES.com where there is the facility to complete and submit your application online. Please visit our [TES Career Site](#) for further information.

We are not currently able to accept postal applications at this time.

No other material (such as testimonials, résumés or CVs) will be considered during the selection process.

We are an equal opportunities employer and are committed to safeguarding and promoting the welfare of children.

We follow safer recruitment practices and appointments are subject to an enhanced DBS check including Children's Barred List, satisfactory professional references, qualification verification, overseas certificates of good conduct and the right to work in the UK.

All staff are expected to undertake comprehensive child protection training and must share in the school's commitment to the safeguarding and wellbeing of our students and staff.

A copy of the Safer Recruitment Policy and our CP Policy can be found on our website at www.st-gregorys.org.uk/useful-information/key-documents.