



Exam Invigilator Application Pack



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Welcome from the Principal

Thank you for your interest in this post. Choosing the right school in which to work is a very important decision, and the aim of this application pack is to provide you with sufficient information to support your consideration of whether you would be happy and motivated working with us over the coming years, to shape the future of our school and inspire our students to make academic progress that is within the top 15% of all schools nationally.

Chipping Campden School is indeed a very special place – unlike any other. What makes our school so special is its culture and ethos; something that has been grown since the school's formation in c.1440, enabling students to feel empowered in their learning and inspired to excel. The school has a very special place in my heart, having served at the school between 2003 and 2011 as a Teacher of mathematics, Head of Year and latterly Assistant Headteacher. Without doubt, having the opportunity to return to the school as Principal in 2023 is the proudest moment of my career. Having taught and led in a variety of other schools across the country, when I drive to Chipping Campden School each day, I know that I am very privileged to be coming to such a special place, with so many amazing people.



When you take a walk around our school, it is impossible not to feel a palpable buzz of excitement. There are so many opportunities for students to flourish, whether that be representing our school on the sports field, performing on stage in our state-of-the-art Performing Arts Centre, leading one of our Student Parliament Ministries or completing the Duke of Edinburgh Gold Award; our offering of co-curricular and extra-curricular activities is enormous.

We are unashamedly ambitious for all our students, enabling them to develop high aspirations and chase goals that perhaps at first, may seem a little daunting. It is only when we relentlessly pursue these high aspirations and settle for nothing less than our very best, do we enable our students to leave our school being able to successfully compete with their global counterparts, in whatever they choose to do at the end of, what for most, will be a seven-year partnership with us. As staff at the school, I believe it is our job to provide the expertise and environment to enable our students to do just that, supporting and challenging along the way.

If you decide to apply, you will be committed to working to high standards and will ensure these are replicated. Moreover, you will be joining a committed team of staff who make it their business to provide students with the very best opportunities and environment to be successful. The Exams Department plays a pivotal role in our school, providing the support and structure by which students can show their knowledge and ability within the current

examination system. We administer, manage and conduct mock exams, national exams and assessments for our students, and as a member of our invigilation team, you will be integral to the smooth running of all exams and supporting all students with an individualised approach to achieving their full potential.

To explore the vacancy in more detail prior to applying, a conversation can be arranged by contacting exams@campden.school. Alternatively, please contact the school by telephone on (01386) 840216. In addition to this, a wealth of information about our school can be found on our website.

If you would like to apply for the post, please do so by completing both parts of our application form, which can be found on our website, by clicking [here](#). Part 1 of the form (pages 3 and 4) provides a space for you to write about the relevant skills and experience that make you a suitable candidate for this post. This section is restricted to two pages (min. font 11) and should outline how your skills set and experiences to date are suited to the requirements of the person specification. The deadline for applications is **10am on Monday 9th November 2026**. Completed applications to be sent to: recruitment@campden.school.



I look forward to hearing from you.

A handwritten signature in black ink, appearing to read 'G. Burton'.

Gareth Burton
Principal

Staff benefits

Every school is unique and ours is no exception. One of our unique selling points is the relatively high average length of service of our staff, and relatively low rate of staff turnover. Neither of these are by chance and are the product of staff feeling trusted, empowered and recognised for leading the roles they do. We feel that a mark of the outstanding school we are is symbolised by the number of staff who choose to send their children to be educated with us.



Below is a list of just some of the ‘pull factors’ that contribute to making our school a great place to work:

- Commitment to staff wellbeing through a variety of internal practices, designed to recruit and retain the very best staff.
- Complimentary use of the school sports facilities, fitness suite and swimming pool (timetable in place).
- Comprehensive range of staff social events throughout the year.
- Cycle to Work scheme
- Freshly prepared and cooked food available on site

- Health and wellbeing support including access to an Employee Assistance Programme (including partners and dependents), confidential counselling services and support from our Staff Wellbeing Group, who meet regularly to ensure that our staff wellbeing is prioritised.



- Outstanding, tailored CPD
- Pension Scheme membership (Teachers Pensions or Local Government Pensions Scheme) subject to meeting enrolment criteria
- The school is located within the beautiful Cotswold town of Chipping Campden, with friendly businesses, including a wide range of restaurants and pubs.

Job description

Job Title:	Exam Invigilator
Reporting to:	Deputy Examinations Officer; Data & Examinations Manager
Hourly rate:	£14.24 per hour (inclusive of holiday pay)
Contract:	Casual, zero hours. Hours by negotiation and agreement during exam sessions held throughout the school year (currently Oct, Jan, Feb, Apr, May/Jun, Jul). Availability is required during these periods.
Pattern of Work:	Variable hours available between 8.00am and 4.00pm to suit availability. Minimum 6 sessions per week (one session equates to half a day).

Job Purpose:

- Assist in the administration of internal or external examinations on a flexible basis.
- Carry out a range of invigilation duties under the direction of the Data and Examinations Manager and Deputy Examinations Officer.
- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Chipping Campden School regulations and instructions.

Main Duties:

- Provide appropriate support to students and staff during exams.
- Provide information as requested by the Examination Officers regarding the conduct and activities before, during and after exams.
- To collect examination papers and materials as requested from the Examination Officers.
- Remain perpetually vigilant, silent and active, performing no other tasks apart from invigilation and/or administration.
- Do not intrude in students' private exam space unless necessary.
- To arrive at the nominated examination venue 15-60 minutes, as required, prior to the scheduled examination start time.
- Ensure all persons entering the examination room are authorised to do so and do not remove any material.
- To ensure that all candidates are supplied with the requisite examination question paper (s) and materials as supplied by the Examination Officers
- To be familiar with awarding body JCQ and Academy regulations for the conduct of the examination.
- To ensure that candidates comply with any awarding body JCQ and Academy regulations at all times and to formally and promptly report any breach of those regulations to the Examination Officers.

- To maintain the security of examination papers and/or candidate scripts before, between and following the examination.
- To deliver completed candidate scripts and exam materials as requested to the Examinations Office.
- To comply with all directions issued by the Examination Officers.
- Inform the Lead Invigilator of late arrivals immediately.
- Inform the Examination Officers or Lead Invigilator if a student warrants special consideration because of illness during the exam.
- In an emergency evacuation situation, clear the room leaving all materials behind, keeping students together in silence with the objective of returning to complete the papers.
- Any general or administrative problems should be reported to the Examination Officers.
- Act in a professional manner at all times

Support for the School:

- Be aware of and comply with the School's policies and procedures relating to safeguarding and child protection, confidentiality and data protection; report any concerns to the appropriate person; and undertake all necessary training relevant to working in a school environment.
- Show a duty of care to pupils and staff and take appropriate action to comply with health and safety requirements at all times
- Be aware of and support difference and ensure that all pupils have access to opportunities to learn and develop
- Contribute to the overall ethos, work and aims of the school
- Maintain good relationships with colleagues and work together as a team
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in online and in person training and other learning activities
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory
- Committed to achieving a good understanding of Safeguarding and Child Protection practice and procedure

Person specification

Education and qualifications	Essential (E) or Desirable (D)	Application (A), Interview (I) or Reference (R)
A good all round, general standard of education	E	A
Professional knowledge and experience	Essential (E) or Desirable (D)	Application (A), Interview (I) or Reference (R)
Have basic IT skills (familiar with the use of email, mobile phone messaging etc.)	E	A/I
Experience of exam invigilation	D	A/I
Used to working in a regulated environment requirement and following guidelines consistently	D	A/I
Experience/awareness of the need to maintain confidentiality and ensure all paperwork is kept securely	D	A/I
Traits and competencies	Essential (E) or Desirable (D)	Application (A), Interview (I) or Reference (R)
Committed to and good understanding of Safeguarding and Child Protection practice and procedure	E	A/I
Willing to undertake all required online and in-person training relevant to working in a school environment.	E	I
Be reliable, flexible, and readily available during main examination periods	E	A/I
Have effective communication skills and good interpersonal skills	E	A/I
Work well as part of a team	E	A/I/R
Be confident and a reassuring presence to students	E	I
Work confidentially	E	I
Be able to give instructions and manage situations involving different groups of people and students	E	A/I
Resilient, able to maintain attention and concentration through long periods	E	A/I



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