



## **Exam Invigilators RECRUITMENT PACK**

Proud to be part of the



Forest of  
Dean Trust

# Introduction



Dear Candidate,

Firstly, I would like to take this opportunity to thank you for taking an interest in joining us at Dene Magna School.

As you explore the information in this pack and consider a visit to our school, we hope you'll see why Dene Magna is such a remarkable place to learn and work. Our school is committed to the goal that "each and every learner shall achieve their maximum potential and enjoy the process," and we take immense pride in our community.

As an outstanding, successful, oversubscribed, and high-achieving school for students aged 11-18, Dene Magna is full of character, personality, and soul. We are a proud member of the Forest of Dean Trust, which also includes Drybrook Primary School and Forest View Primary School. Nestled in a picturesque setting, our location offers an easy commute from Cheltenham, Gloucester, Hereford, Bristol, and the surrounding cities.

We warmly invite you to arrange a visit to our school for a chat before you apply. Please contact us at 01594 546030 or email [vacancies@denemagna.co.uk](mailto:vacancies@denemagna.co.uk) to set up an appointment. To apply, download our application form from the vacancies page on our website, and send it along with a cover letter detailing why you are the ideal candidate to [vacancies@denemagna.co.uk](mailto:vacancies@denemagna.co.uk) by the closing date. Interviews will be scheduled based on suitability and availability.

This is a wonderful opportunity, and we look forward to hearing from you!

Best regards,

Declan Mooney  
Head Teacher



# About the Trust



## Who are we?

The Forest of Dean Trust is built on collaboration, challenge and support. We are passionate about achieving the best possible outcomes for the students and communities we serve.

We are three schools situated in the Forest of Dean, Gloucestershire. Our Schools include Dene Magna (a secondary and sixth form), Drybrook Primary and Forest View Primary schools. All our schools have been graded Good or Outstanding by OfSTED in their most recent inspections.

We are ambitious and want our trust to continue to grow, but we are mindful that this growth should be done at the right pace and for the right reasons.





# About Dene Magna School

Dene Magna is a Secondary and Sixth form school based across two sites in Micheldean and Cinderford. We have around 1,200 students in KS3, 4 and 5.

We work with our community and know that raising aspirations and supporting the pursuit of dreams is not straightforward. We listen, challenge and support and we know that everybody experiences a different journey. There is a genuine partnership between students, staff and parents/carers to support the pursuit of our vision. We have a relentless focus on excellent teaching and learning and, alongside our house system and a healthy dose of fun, we know that our community continues to thrive.

Our school is founded upon the collective pursuit of our leading aim and our students know what that leading aim is. We know that life throws us many challenges and we aim to work in partnership so that we can learn about what lies ahead and prepare ourselves for our role in not just modern Britain, but the world. Progress is rarely linear, in life and school, and we are passionate that our broad and balanced curriculum complements our pastoral care and pedagogy.

*Each and Every Learner Shall  
Achieve their Maximum Potential & Enjoy the Process*

Dene Magna is built upon excellent relationships, honest conversations and unwavering support to get the best out of each other. Staff work together to improve their teaching, students are actively involved in leadership across the school and parents are listened to and supported in our shared journey.

The modern world is a complex place and we seek to equip our students with the skills to thrive and to make a difference. We acknowledge that teenage years are a minefield to navigate and we support parents/carers in their journey, but we relish the opportunity we have been given to influence the lives of young people in the Forest of Dean.

If you visit Dene Magna you will see that there is a simple, common-sense approach to working with young people that is founded on giving and getting respect. Our staff love their jobs and we work hard to instil that love of our school into our students and the wider community. We are very serious about our role within the community and we are an active presence within it.



HeadTeacher - Mr Mooney

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[www.denemagna.co.uk](http://www.denemagna.co.uk)





# Job Description

## Exam invigilator

Closing Date - 9pm 27<sup>th</sup> February

Interview - w/c 9<sup>th</sup> March

Desired Start - ASAP

**Contract** - Service Level Agreement

**Hours** - Specific times/hours to be confirmed but you must be available for exam dates

**Salary** - £12.66 per hour, rising to minimum wage on 1<sup>st</sup> April

**Responsible to** - Exams Officer

### PURPOSE OF THE JOB

To ensure the fair and proper conduct of examinations in an environment that enables a student to perform at their best

### MAIN DUTIES

- To conduct examinations in accordance with the awarding body and Dene Magna's regulations and instructions
- To have a key role in upholding the integrity and security of the examinations/assessment process

### BEFORE EXAMS

- Report to and be briefed by the Exams Officer/Lead Invigilator prior to each exam session
- Keep confidential exam question papers and materials secure before, during and after exams
- Ensure exam rooms are set up according to the requirements
- Distribute the correct question papers and exam materials
- Admit candidates into exam rooms under formal exam conditions
- Identify candidates and seat candidates according to the required arrangements
- Instruct candidates in the conduct of their exams
- Deal with candidate questions or seek clarity from the Exams Officer/Lead Invigilator
- Start exams if required

### 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 to the Lead Invigilator/Exams Officer
- Complete attendance registers
- Deal with candidate questions according to the regulations



# Job Description continued

## AFTER EXAMS

- Instruct candidates in finishing their exams and collect exam scripts and exam materials
- Dismiss candidates from the exam room
- Check candidates' names on scripts and match the details on the attendance register
- Securely return all exam scripts and exam materials to the Exams Officer

## OTHER TASKS

- Undertake training, attend update and review sessions as required
- Annually 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 arrangement for candidates, for example as a reader, scribe, etc (full training will be provided)
  - other exams-related administrative tasks including maintaining question paper security by supporting the "second pair of eyes check"

# Are you interested?



## Application

To apply for this position, please complete an application form which can be found at <https://www.denemagna.co.uk/page/?title=Vacancies&pid=109>

Please send this application form to [vacancies@denemagna.co.uk](mailto:vacancies@denemagna.co.uk) along with a covering letter explaining why you think you would be a great fit for the position.

Applications must be received no later than 9:00pm on Friday 27th February 2026. Applications received after this date will not be considered.

If you have any questions about the role, or recruitment process please contact us on [HR@fodt.co.uk](mailto:HR@fodt.co.uk).

## Interview Process

The interviews will be held week commencing 9th March 2026. Shortlisted candidates will be invited by email to attend an interview.

References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification - this will be confirmed when we send you an interview schedule nearer the date, along with any prior preparation you can complete.

## Safeguarding

Forest of Dean Trust and its Schools are committed to safeguarding and promoting the welfare of children and young people and would expect all staff to share this commitment. The school believes in equal opportunities and encourages all staff and children to be treated similarly, unhampered by artificial barriers or prejudices or preferences.

As a Trust we are committed to safety awareness and we undertake the following procedures:

- We have DSL's trained to an enhanced level.
- All staff will require an enhanced DBS check, section 128 check and the prohibition register will be checked. We also have staff trained in Safer recruitment.
- Our Child Protection Policy can be found on our website under Policies.

Dene Magna School  
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