

# Examination Invigilators Casual Contract

**Part-time - £12.21 per hour (from 1<sup>st</sup> April 2025)**

**Start date:** As soon as possible

We have a number of vacancies for Invigilators within our growing Exams team. This role would suit someone who is considering a flexible role and looking to join a friendly and professional team.

The role involves assisting the Examinations Officer in overseeing and supervising examinations within the school and ensuring guidelines and regulations are followed.

We are looking for applicants who will bring a calm and reassuring focus to the exam room. Previous experience of either invigilation, working in a school or with young people would be desirable, but is not essential as full training can be given.

The hours of work are variable and are based on availability during the examination sessions. The greatest requirement will be during the core public examinations from the end of April until the end of June each academic year. Invigilation support during mock examinations may also be required, which take place in November/December.

## **Hours**

Varying hours between Monday and Friday, earliest start 8.15am, latest finish 4.00pm

## **Safeguarding**

Cirencester Kingshill School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and post is subject to an enhanced Disclosure and Barring Service check.

We welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

## **How to Apply**

Please complete the Application Form for Professional Support Staff (available via the school vacancies section on the school website).

- Include the names, addresses, contact numbers and email addresses of your two referees.
- Include your C.V.

**Please note that applications without the above being completed/included will not be accepted.**

It would also be helpful if you could include a letter of application, which explains how your experiences and skills will best fit the role.

Should you require further information please do not hesitate in contacting us on: 01285 651511, ext 226/203 or via the following email. If you wish to apply, please email completed application forms and relevant documentation to:

[jobs@cirencesterkingshill.gloucs.sch.uk](mailto:jobs@cirencesterkingshill.gloucs.sch.uk)

or post to Cirencester Kingshill School, Kingshill Lane, Cirencester, Gloucestershire, GL7 1HS

## **Closing date for receipt of applications:**

9.00am – Monday 7<sup>th</sup> April 2025

**Interview Date:** Wednesday 9<sup>th</sup> April 2025

## **JOB DESCRIPTION**

**JOB TITLE:** Examination Invigilator

**LOCATION:** Cirencester Kingshill School – 11 – 16 Secondary School.

**HOURS:** By negotiation during the core public examinations from the end of April until the end of June each academic year. Invigilation support during mock examinations may also be required which take place in November/December.

**RESPONSIBLE TO:** Examinations Officer/Senior Invigilator

## **JOB PURPOSE / MAIN DUTIES:**

1. To monitor and invigilate candidates during examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Cirencester Kingshill School instructions.
2. To play a key role in upholding the security and integrity of the examination/assessment process.

## **KEY RESPONSIBILITIES**

As Examination Invigilator your duties will include:

- A thorough knowledge and understanding of the JCQ Instructions for Conducting Examinations is expected at all times.
- Arriving at least 30 minutes before the start of the examination session.
- Following instructions and guidance from the Examinations Officer/Senior Invigilator.
- Ensuring the examination room is set out according to the regulations. Supervising entry of candidates into the examination room and helping with seating, ensuring candidates are seated correctly.
- Ensuring information and warnings to candidates prior to the examination starting are issued, as per regulations.
- Checking and distributing the correct examination scripts and materials to candidates as per seating plans provided.
- Completing attendance registers.
- Supervising and observing candidates at all times and being vigilant throughout the examination.
- Actively patrolling all parts of the examination room and dealing with any incidents that arise.
- Recording and reporting any incidents or irregularities that occur.
- Issuing extra materials / paper during the examination.
- Dealing with candidate questions in accordance with the regulations.
- Finishing examinations in accordance with the regulations.
- Collection of examination scripts at the end of the examination.
- Supervising controlled exit of candidates from the room / building.
- Keeping confidential examination scripts and materials secure before, during and after the examinations.
- Assisting in the secure return of all examination scripts to the Examinations Officer/Senior Invigilator.
- Assisting the Learning Support Department with invigilation of our Access Arrangement students.

- Supervising clash candidates between examination sessions as required.
- Attending training/update/review sessions as required. As well as visiting the school to sign in every 3 months to keep your Disclosure and Barring Service check current, in line with the school’s safeguarding procedures.
- Reporting any concerns regarding suspected malpractice or maladministration to the Examinations Officer/Senior Invigilator.
- Promoting and safeguarding the welfare of all children and young people with whom contact is made in a professional context within or outside Cirencester Kingshill School.

This job description will be reviewed periodically.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Cirencester Kingshill School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment. This post is subject to an enhanced Disclosure and Barring Service check.

Post Holder Sign: ..... Date: .....

Please print your name: .....

Line Manager Sign: ..... Date: .....

Please print your name: .....

September 2024

# Person Specification

## Exam Invigilator

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>A good standard of education, G.C.S.E's or equivalent, grade C or above in Mathematics and English.</li> </ul>	
Experience, Understanding and Knowledge	<ul style="list-style-type: none"> <li>No experience necessary as training can be given.</li> <li>IT literate in MS Office: Word, Excel, Outlook and PowerPoint.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of invigilation</li> <li>Experience of working within a school or other work/voluntary setting with young people.</li> <li>Knowledge of Safeguarding children.</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>A confident, reassuring presence to candidates in the exam room.</li> <li>A calm nature, able to reflect this in the exam room.</li> <li>Ability to think on your feet and problem solve.</li> <li>Professional attitude.</li> <li>Be vigilant.</li> <li>Caring nature.</li> <li>A flexible and can-do attitude.</li> <li>Approachable.</li> <li>Independent worker/self-starter, able to tackle tasks without direction.</li> <li>Patient.</li> <li>Good communication.</li> <li>Able to work as a team with other invigilators and staff.</li> <li>Able to work to deadlines.</li> <li>Reliable and punctual.</li> <li>Commitment to equal opportunities.</li> </ul>	

## Employee Benefits

Cirencester Kingshill School is proud to offer a wide range of benefits for our employees, which includes:

- Attractive salary and pension schemes – Teachers Pension Scheme (Teaching Staff) or the Local Government Pension Scheme (Professional Support Staff)
- Family friendly policies
- A range of statutory benefits including sick pay, maternity, paternity, shared parental and adoption leave
- Access to an employee assistance programme for all staff that offers services, including wellbeing, self-referral counselling, information on stress, weight management, smoking cessation
- Access to Occupational Health services
- New staff induction and support programmes
- Continuous service in other state funded schools will be honoured in relation to sick pay, holiday entitlement, pension rights
- Access to or provision of IT equipment (role specific)
- Cycle to work scheme
- Long service awards
- Access to CLPD and INSET, personalised for individuals through the schools' Appraisal procedures, including access to role specific academic study and professional qualifications
- Onsite parking facilities and cycle storage
- Staff social, sporting and wellbeing activities throughout the year
- The dining room is open for staff to use at break and lunch times
- Staff room with facilities, including tea and coffee
- There is an optional staff social fund
- 10% discount on Adult Education at Cirencester College: [About Adult Education – Cirencester College](#)