



Invigilator

The Downs School, West Berkshire

THE DOWNS SCHOOL & SIXTH FORM

Closing Date:	Flexible for the right candidate
Proposed Start Date:	ASAP
Salary:	West Berkshire Council Salary Band B (£14.18 per hour)
Contract type:	Casual. During mock and public exam periods between 3 to 5 part/fulltime days per week.

Do you have some spare time and would like to support the school? As an Invigilator you will supervise students before and during mock and public examinations following strict regulations and procedures. You will be involved in the checking and secure dispatch of examination papers to the appropriate examination boards. Ability to remain calm under pressure is essential for this valuable and important job for the school.

The successful candidate will

- be organised, flexible and reliable, with the ability to work with students in a professional and appropriate way
- be well-motivated and keen to show their enthusiasm for the role
- communicate confidently and effectively with students
- contribute to the checking and secure dispatch of examination scripts and maintenance of records
- assist with the distribution of results to both students and staff
- work with the Examinations Manager to ensure procedures and protocols for all examinations are efficient and effective and meet the needs of the school.
- have a professional attitude that is open to innovative ways of working
- be flexible and adaptable when faced with challenges

What we offer: In return, you'll enjoy:

- **Caring Environment:** Our positive ethos prioritises staff well-being and recognition.
- **Empowerment:** Work alongside ambitious, dedicated colleagues who are committed to developing the whole child.
- **Exceptional Students:** Engage with children who love being at school, exhibit exceptional behaviour and have a strong attitude towards their learning.
- **Professional Environment:** Join a stimulating and collaborative workplace in a school Ofsted labelled as 'exceptional' in October 2024

The Downs School and Sixth Form is a successful, oversubscribed, and popular school serving the stunning Downs area of West Berkshire. Our results demonstrate the impact of our commitment to outstanding teaching and learning. We lead all schools in the county for attainment and were ranked in the top 200 schools nationally for our Progress 8 last summer.

Interested? Email your expression of interest giving details of your motivation and experience to recruitment@thedownsschool.org

We reserve the right to close the vacancy if we receive sufficient applications for this role. More information about the post and the school can be found on our website www.thedownsschool.org or by contacting our HR Team on 01635 270000 or by email on recruitment@thedownsschool.org

The Downs School is committed to safeguarding and promoting the welfare of children and young people. Successful applicants will be subject to an Enhanced Disclosure Check through the DBS, social media checks and are required to provide evidence that they have a right to work in the UK.

WWW.THEDOWNSSCHOOL.ORG