



Exam Invigilator Application Pack

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THE
COTSWOLD
SCHOOL

Creating Brilliant Futures

Welcome from Will Morgan, Headteacher

Thank you for your interest in this post.

Based in the stunning village of Bourton-on-the-Water, Gloucestershire, The Cotswold School has earned an 'Outstanding' reputation as a popular and successful 11-18 comprehensive academy.

Please watch our video, Welcome to The Cotswold School, to find out more from teachers and students about what makes our school an inclusive, ambitious and happy place to learn.

I am proud to lead an incredible team of staff, who go the extra mile to provide our students with an inspiring



education, fully equipping them for their future lives. The values of friendship and knowledge, symbolised on our badge, underpin all our learning and development activities and ensure that the wellbeing of our students and staff is also cared for.

At the heart of our school ethos is a commitment to excellent teaching and aspiration, which drives progress and attainment. Our students thrive academically and also personally, with opportunities to take part in musical performances and a huge range of extra-curricular clubs; writing competitions and debates; community fundraising; student leadership; and careers events.

We have an inspiring and caring school community, which includes families, local businesses, our staff, PTA and, of course, our students. Why not have a look at our website News pages, to see how we have found ways to support ourselves and others and develop our learning and talents?

Successful candidates who are shortlisted for an interview will be contacted by email or phone.

I look forward to hearing from you.

Will Morgan
Headteacher

Job advert

Role: Examinations Invigilator

Reports to: Examinations Officer

Contract: Casual, Term Time Only

Pay: £12.85 per hour plus holiday pay

Closing Date: Ongoing recruitment to expand our existing team

With immediate effect, we are seeking to appoint reliable and confident people to join our team of Examination Invigilators. Examinations predominately take place in May and June each year, but also November, January and March. A number of Invigilators are required to support each exam and we are looking to increase our bank of available staff. Full online training will be provided.

WE ARE LOOKING FOR INDIVIDUALS WHO:

- can be flexible, patient, punctual and able to stand for long periods of time
- are alert and able to deal with a variety of situations to ensure students are assisted during exams
- are willing to undertake online Invigilator and Safeguarding training
- can be a team player, have strong communication and empathy skills as well as the ability to work on their own
- An understanding that strict confidentiality is required at all times in all school matters

WE CAN OFFER YOU:

- The opportunity to be part of a friendly, dedicated team within a caring school environment
- Local Government Pension Scheme with generous employer contribution
- Employee benefits including an Employee Assistance Programme & Cycle to Work scheme
- Free onsite parking including electric car charging points

The candidate will contribute to the safeguarding and promotion of the welfare and personal care of the children and young people with regard to the Keeping Children safe in Education (KCSIE) guidelines and Area Child Protection Procedures.

The Cotswold School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, Governors, visitors and volunteers, to share the same commitment.

Notes to applicants

- Please do not use the TES or Gloucestershire County Council application form. Please use The Cotswold School Application Form which can be downloaded via our website
- Please complete the application form in full to ensure that full consideration can be given to all candidates and to comply with legal requirements relating to recruitment in schools
- Please do not include a CV or write 'see CV' in any sections on the form
- Please ensure that you include the title of the post that you are applying for (Section 1)
- Please provide an explanation for any gaps in chronological dates relating to education and employment history (Sections 4,5 & 6)
- If you are not writing a covering letter to submit with your application, then please complete Section 10, in full
- Please provide full details of two referees (Section 11)
- Both declarations (Sections 15 & 16) must be signed and dated
- Once completed, please return your application form by email to Mrs C Chapple, HR Officer, cchapple@thecotswoldschool.co.uk
- If returning by post, please send to Mrs C Chapple, Hr Officer, The Cotswold School, The Avenue, Bourton on the Water, Cheltenham, Gloucestershire GL54 2BD
- The closing date and time must be strictly adhered to
- All information given will be treated as confidential

The Cotswold School is committed to being an Equal Opportunities Employer and welcomes applications from people with disabilities. If you require additional help with our recruitment process, please contact Mrs C Chapple, HR Officer (contact details above).



Job description

The Cotswold School Academy Trust – Job Description

Job Title: Examination Invigilator

Responsible to: Governors, Headteacher, Examinations Officer

Overall Responsibility

- To help organise students at the start and end of each exam.
- To help provide the correct information and material for successful completion of examinations.
- To conduct examinations in accordance with the JCQ (Joint Council for Qualifications), awarding body and school instructions.
- To refer to the Examinations Officer if it is suspected that malpractice is taking place.
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the Keeping Children Safe in Education (KCSIE) guidelines and Area Child Protection Procedures.

Job Outline

Duties Before Exams:

- To report to and be briefed by the Exams Officer prior to each session
- To keep confidential exam papers and materials secure before, during and after exams
- To ensure exam rooms are set out according to the instructions
- To admit students into exam rooms (if instructed to do so by the Exams Officer)
- To identify, seat and instruct students in the conduct of their exams (if instructed to do so by the Exams Officer)
- To distribute the correct exam materials to students
- To deal with student queries
- To start exams (if instructed to do so by the Exams Officer)

Duties During Exams:

- To supervise and observe students at all times and be vigilant throughout exams
- To keep disruption in exam rooms to a minimum
- To deal with emergencies or irregularities effectively
- To record/report any incidents, disruption or irregularities
- To complete attendance registers (if instructed to do so by the Exams Officer)
- To deal with student questions according to the regulations

Duties After Exams:

- To instruct students in finishing their exams and to collect exam scripts and exam materials (if instructed to do so by the Exams Officer)
- To dismiss students from the exam room (if instructed to do so by the Exams Officer)

Other Specific Duties

Health and Safety

- Know how to deal with emergencies in examination conditions, including evacuation routes from the building.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.

Continuing Professional Development

- To complete training, update or review sessions as required, online or in school
- To undertake where required and where able, other duties requested by the Exams Officer, for example:

Supervision of exam timetable clash students between sessions

Facilitating access arrangements for students, for example, as a reader, scribe etc (full training will be provided)

Other exams-related administrative tasks

Safeguarding

- Ensure that all Child protection policies are adhered to and concerns are raised in accordance with these policies.

The Cotswold School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, Governors, visitors and volunteers, to share the same commitment.

This position is subject to an enhanced DBS check, satisfactory references and checks regarding suitability to work with children. This post is in regulated activity and is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975, amended 2013 & 2020).

The successful applicant will be subject to all necessary checks and be required to provide evidence of identity, right to work in the UK and professional qualifications (where relevant). In line with KCSIE 2022, we will conduct an online search for all shortlisted candidates. Any relevant information will be discussed further with the applicant during the recruitment process.

Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified.

We are an equal opportunities employer and value and respect diversity across our whole school community. This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

Person specification

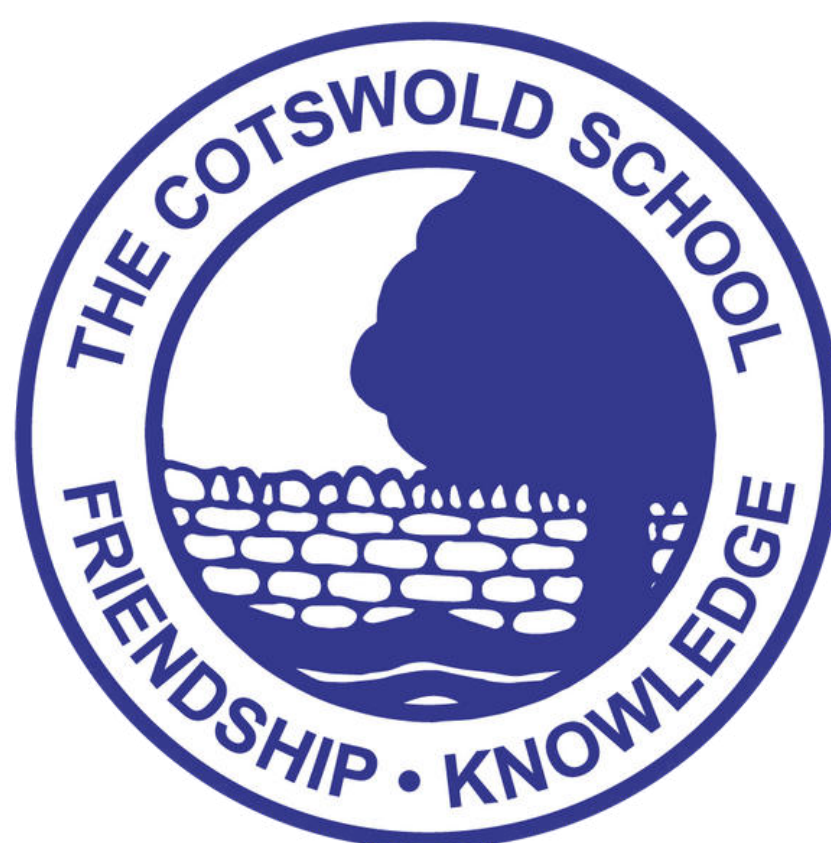
Education and Qualifications		
Essential	Desirable	Evidence
GCSE Level or equivalent in English and Mathematics		Application form Letter of application References Interview Certificate/s (to be available at interview)
Knowledge and Skills		
Essential	Desirable	Evidence
- Good numeracy and literacy skills - Able to assist students and support them during exams - Good communication skills	Be a team player	Application form Letter of application References Interview
Motivation		
Essential	Desirable	Evidence
- To be reliable and punctual - To have a polite, friendly and flexible approach to work - To follow instructions and work as part of a team - To keep calm and maintain an air of authority		Application form Letter of application References Interview
Experience		
Essential	Desirable	Evidence
	Previous experience of working in a school environment would be beneficial	Application form Letter of application References Interview

Other

There is a confidentiality component to this role and the post holder needs to undertake the duties of this role in a strictly professional manner.

Invigilators must supervise the candidates throughout the whole time the examination is in progress, always giving their complete attention to this duty. Invigilators will be stood at the front, back and sides of the room and will be required to move around the room quietly and at frequent intervals.





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