



Abbey Gate College

Job Description & Person Specification	
Role	Exam Invigilator
Contract	Casual
Start Date	Required to start in March 2025
Salary	Hourly rate: £12.94 (£14.50 including 12.07% holiday pay)

Introduction from the Head:



Our wonderful Senior School and Sixth Form are enviably located in the historic Saighton Grange buildings, with stunning views across beautiful countryside towards the Welsh mountains and the Cheshire sandstone ridge; and our dedicated Infant and Junior School is just down the road in the charming and picturesque village of Aldford.

Our College is a unique, inspiring, and memorable place to learn and grow, where our caring and committed teaching and support staff will do all that they can to help our pupils to be the best that they can be.

We are a safe and friendly school community, where we look out for each other and where we work with each child's individual interests, passions, and strengths; while also encouraging them to try new things, take risks, and be creative.

Our Mission:

We are committed, within our safe and caring community, that each one of our pupils will become the best that they can be and have the self-belief to go forward into this changeable world with courage and with compassion.

Our Aims:

We pursue our whole College mission, guided by three defining and aspirational aims:



SELF

Each pupil cares for their mental and physical wellbeing; learns and achieves to their individual potential; and is content, comfortable and confident to be who they are in our diverse and inclusive College.



SERVICE

Each pupil makes a positive difference to the lives of others in our College, as well as in our local and in wider, global communities.



SUSTAINABILITY

Each pupil contributes towards preserving and protecting the planet we all inherit and share, and has the opportunity to be creative and innovative; to help further humanity's progress in the future.

Thank you for taking the time find out more about us. If you feel that you could bring the right balance of care, commitment, expertise, and enthusiasm to this role, we would welcome your application.

A handwritten signature in black ink, appearing to read 'C Jenkinson'.

Craig Jenkinson, MA (Oxon), PGCE, MInstLM, MCCT

The Post:

Abbey Gate College is looking to appoint a small number of casual Examinations Invigilators to join our dedicated staff.

Applicants should have good availability for the main examination seasons, i.e. during May and June, ideally committing to at least half of the available sessions during this time.

Please note that examinations also take place at other times during the academic year, such as November/December.

There are two sessions per day; the morning session usually runs between 08:00 and 11:00/12:00, and the afternoon session between 12:30 and 16:30, although, these timings may vary.

Please be aware that Abbey Gate College is not based in Chester city centre. We are approximately 10 – 15 minutes' drive from the city centre, in a rural location. Therefore, own transport is required.

Job Description:

Working with our Examinations Officer, our team of Examination Invigilators ensure that examinations are conducted in accordance with the Joint Council for Qualifications (JCQ) regulations, and the awarding body and Abbey Gate College's regulations and requirements, thereby:

- ensuring that all candidates have an equal opportunity to demonstrate their abilities;
- ensuring the security of the examination materials before, during and after the examination;
- preventing possible candidate malpractice; and
- preventing possible administrative failures.

Key Duties

Before Examinations:

- report to, and be briefed by, the Exams Officer 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;
- admit candidates into exam rooms under formal examination conditions;
- identify candidates and seat them according to the required arrangements;
- distribute the correct question papers and exam materials to candidates;
- instruct candidates in the conduct of their exams;
- deal with any candidates' questions; and
- start exams

During Examinations

- supervise and observe candidates at all times and be vigilant throughout;
- keep disruption in examination rooms to a minimum;
- deal with emergencies or irregularities effectively;
- record / report any incidents, disruption or irregularities;
- complete attendance registers;
- deal with candidates' questions according to the regulations;

- conduct simple access arrangements, such as prompting a candidate;
- assist with printing examination scripts for candidates who use a word processor; and
- following additional training, provide further assistance during assessments, such as acting as a reader or a scribe.

After Examinations

- instruct candidates in finishing their examinations and collect examination scripts and materials;
- dismiss candidates from the examination room;
- check candidates' names on scripts, match the details on the attendance register; and
- securely return all examination scripts, question papers and materials to the Exams Officer.

Other Tasks

- undertake training, update and review sessions as required;
- prior to invigilating any external examination in a new academic year, undertake relevant online invigilator training and assessment and centre-specific training / updates for that academic year;
- undertake, where required and where able, other duties requested by the Exams Officer, for example:
 - centre supervision of examination timetable clash candidates between examination sessions;
 - facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided); and
 - completing other exams-related administrative tasks, including maintaining question paper security by supporting the 'second pair of eyes check'.

Person Specification:

We are looking for people with a positive approach; we want the successful candidates to care about, and be proud of the wonderful, historic, educational facilities and operations of our College!

General Requirements

- experience of invigilation is not required as training in the role and duties of an invigilator will be provided.
- Invigilators are required to:
 - declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them; and
 - confirm their availability in advance of main examination periods
- Invigilators must confirm that the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times.

An ideal candidate will:

- be reliable, flexible and readily available during main examination periods;
- have effective communication skills and good interpersonal skills;
- work well as part of a team;
- be confident and a reassuring presence to candidates in examination rooms;
- be able to give instructions and manage situations involving different groups of people;
- have basic IT skills (familiar with use of email, mobile phone messaging etc.); and
- seek to achieve competence in the role and a rigorous understanding of the JCQ regulations.

Salary:

The hourly rate for this position is £12.94 per hour (£14.50 including 12.07% holiday pay).

Safeguarding & Child Protection:

Abbey Gate College is committed, as a priority, to safeguarding and promoting the welfare of children, and expects all staff and volunteers to share this commitment.

Applicants will, therefore, be subject to stringent vetting and induction processes, including an enhanced DBS disclosure. **References for shortlisted candidates will be requested prior to interview**; please inform your referees.

Whilst criminal convictions are not necessarily a bar to appointment, this safety consideration will be central to all decisions regarding the employment of staff, approval of volunteers, and standards of external contractors.

Equality, Diversity & Inclusion:

We are committed to equality of opportunity for all staff and to treating all staff with dignity and respect. Therefore, applications from individuals are encouraged, regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief, and marriage and civil partnerships.

Process for Applications:

- **Closing date for applications: Monday 10th February 2025 at 9.00am**

In order to apply for our Examinations Invigilator vacancy, please complete our Abbey Gate College application form (available at <https://www.abbeygatecollege.co.uk/about-us/vacancies/>).

Please also include a covering letter, which should be addressed to our Head, Mr Craig Jenkinson, outlining your interest in, and suitability for, the role and the College.

Your completed application form and covering letter should be returned to Mrs Sue Moran, HR and Staff Wellbeing Manager, at: sue.moran@abbeygatecollege.co.uk by the above closing date.

Should you require any additional information or have any difficulties in completing / submitting your application, please also contact Sue Moran.

Please visit our website at www.abbeygatecollege.co.uk for more information about the College.