



# Exam Invigilator Candidate Information

February 2023



**CHELTENHAM  
BOURNSIDE  
SCHOOL**

Empowering lives  
through learning



# CHELTENHAM BOURNSIDE SCHOOL



## Welcome to Bournside

### People are at the heart of Bournside.

Rating us as “Good” (2022) in all areas, OFSTED saw that “staff well-being, as well as curriculum knowledge, are paramount”. Our staff and students are **Ambitious, Purposeful, Proud, Respectful, Curious, and Supportive**. These are our values and whilst you’ll see them written on our website and on our corridor walls, where you’ll really see them is in the way we work together, the way we talk to one another, the way teachers teach and students learn. All that leads to what OFSTED called “a harmonious school”.

Bournside is a large school with over 200 staff and 1,700 students. That means we have the resources to provide a wealth of opportunities: a sports centre and 4G sports pitches; a fully equipped Drama studio, a large library, specialised English and Maths blocks, 12 science labs and specialist design, technology, computing and media rooms. Our highly successful sixth formers have their own large base with numerous study rooms.

No one gets lost in the crowd, however. Indeed, OFSTED commented on the strong sense of community for both staff and pupils” and that “pupils are ready for learning and engage well with teachers and other adults. Everyone is a member of one of our six houses; coupled with our vertical tutor group model, for students, the house system aims to nurture and enhance a sense of family and community, strengthen home/school communication, and provide opportunities for older students to act as role models for younger students, enabling them to have meaningful conversations about school life and their future aspirations.

It’s not at all unusual for several generations from the same family to have been part of Bournside School. We’ve been part of the community of Cheltenham for many years having moved to our present site in Warden Hill in the early 1970s. Our value to the local community is developed in many ways: working closely with our neighbouring schools, taking the arts into the community, being the central hub for very many sports local sports teams, and, of course, being the school of choice for families in our part of Cheltenham and beyond.

If you have any questions regarding the position please contact Fiona Brown, Senior Exams Officer [efb@bournside.gloucs.sch.uk](mailto:efb@bournside.gloucs.sch.uk). I would also very much encourage you to visit our school so you can see for yourself why it is a wonderful place to work.

There is a wealth of information about our school on our website, along with an application form should you wish to apply. We also ask for a supporting statement (maximum 2 sides of A4) outlining how you feel your experience, skills, and attributes would enable you to make a significant impact in the role.

I look forward to receiving your application to join us in **empowering lives through learning**.

**Steve Jefferies**  
Headteacher



# CHELTENHAM BOURNSIDE SCHOOL

## Exam Invigilator

**Start date: April onwards**

**Salary: £10 per hour**

**Contract: Casual**

An outstanding opportunity has arisen to work in Gloucestershire's largest comprehensive school.

We are an established 11-18 single academy trust with a good reputation (Ofsted 'Good' rating 2022), wide catchment, and a strong presence in our community. Our school is consistently oversubscribed with a PAN of 300, and most of our students choose to stay with us for their post-16 study.

We are looking to appoint invigilators to join our invigilation team in supporting with school examinations.

We are an equal opportunities employer and value and respect diversity across our whole school community. Bournside is committed to safeguarding and promoting the welfare of children and young people. All posts are subject to an enhanced DBS check. We reserve the right to interview and appoint prior to the closing date.

### **Application pack:**

[www.bournside.gloucs.sch.uk/school-information/careers-at-bournside/](http://www.bournside.gloucs.sch.uk/school-information/careers-at-bournside/)



Empowering lives through learning



**Warden Hill Road, Cheltenham, GL51 3EF | [hr@bournside.gloucs.sch.uk](mailto:hr@bournside.gloucs.sch.uk) | 01242 235555**



## Job Description

### Exam Invigilator

**Post title:** Exam Invigilator

**Responsible to:** Senior Exams Officer

**Contract Type:** Casual

**Salary:** £10 per hour

This school is committed to safeguarding and promoting the welfare of children and young people according to child protection and safeguarding guidelines and expects all staff to share this commitment. A satisfactory enhanced DBS check is required for all Employees.

### Purpose

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding bodies, examination boards and Cheltenham Bournside School's regulations and instructions
- To have a key role in upholding the integrity, security and confidentiality of the examination/assessment process

### Specific responsibilities

#### **Before exams**

- Report to and be briefed by the Senior Exams Officer or a member of the Examinations team 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 exam conditions
- Identify candidates and seat candidates according to the required arrangements
- Be aware of any needs that candidates may have during an examination
- Distribute the correct question papers and exam materials to candidates
- Instruct candidates in the conduct of their exams
- Deal with candidate questions
- Start exams

#### **During exams**

- Supervise and observe candidates at all times and be vigilant throughout exams
- Deal with emergencies or irregularities effectively
- Record/report any incidents, disruption or irregularities
- Complete attendance registers carefully and correctly
- Deal with candidate questions according to the regulations
- To ensure that invigilators or other adults do not help candidates in any way with any examination or assessment

#### **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, match the details on the attendance register

- Securely return all exam scripts and exam materials to the Senior Examinations Officer

### **Other tasks**

- To attend at least one paid refresher training session per year or as requested by the Senior Examinations Officer
- Reading of regulations and school policies at home where relevant
- Undertake, where required and where able, other duties as may reasonably be requested by the Senior Examinations Officer, for example
- Centre supervision of exam timetable clash candidates between exam sessions
- facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
- other exams-related administrative tasks
- supervision during practical exams
- invigilation of candidate who may be taking their examinations away from the School site
- To assist in other activities as may reasonably be requested by the Centre from time to time

### **Special conditions**

This job description sets out the main duties of the post at the date it was drawn up. However, it is not intended to be an exhaustive or definitive list. 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 themselves justify a reconsideration of the grading of the post. You may be required to carry out other duties commensurate with your role.

### **Employee Benefits**

- Attractive salary
- Holiday pay
- Free one-to-one wellbeing support
- Onsite parking facilities and cycle storage
- Free access to the school's Gym
- Discounted gift cards via Voucher Store
- Our dining centre and Pit Stop Cafe are open between 8:00am and 1:30pm every day.



## Person Specification

### Exam Invigilator

Bournside School will use this person specification as the selection criteria for the post, gained from applications, references, and interviews.

	Essential	Desirable
<b>Experience, understanding, and knowledge</b>	<ul style="list-style-type: none"> <li>• Experience of invigilation is not required as training in the role and duties of an invigilator will be provided</li> <li>• Invigilators are required to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them</li> </ul>	
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Be confident and a reassuring presence to candidates in exam rooms</li> <li>• Be able to remain calm under pressure and work on own initiative to problem solve</li> <li>• Be able to give instructions and manage situations involving different groups of people</li> <li>• Be tactful, understand confidentiality and be committed to equal opportunities.</li> <li>• Be reliable, punctual, flexible and readily available during main exam periods</li> <li>• Have effective communication skills and good interpersonal skills</li> <li>• Have excellent organisational skills, accuracy and attention to detail.</li> <li>• Work well as part of a team or alone as necessary</li> <li>• Ability to work to predetermined instructions</li> </ul>	<ul style="list-style-type: none"> <li>• Have basic IT skills (familiar with use of email, mobile phone messaging etc.)</li> </ul>

# Our Values

## We are...

### **PURPOSEFUL**

We persevere to achieve our goals and aspirations

### **PROUD**

We celebrate everyone's effort and achievements

### **RESPECTFUL**

We care about each other and believe in equality and kindness

### **CURIOUS**

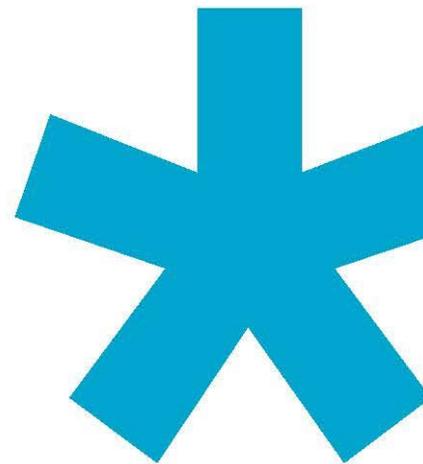
We have enquiring minds and are not afraid of challenge

### **SUPPORTIVE**

We make a positive difference to each other's lives

### **AMBITIOUS**

We aim for the very best in all we do



**CHELTENHAM  
BOURNSIDE  
SCHOOL**

Empowering lives through learning