



Exam Invigilator

Application Pack



CLEEVE SCHOOL
AND SIXTH FORM CENTRE OF EXCELLENCE

ASPIRING
COLLABORATING
TRANSFORMING

Our Mission

Transforming Lives, Creating Opportunities, Inspiring Futures

Dear prospective candidate,

Thank you for the interest you have shown in Cleeve School!

We are one of the most innovative, forward-thinking and dynamic schools in the region, and are very much becoming the school of choice for families and staff. Our on-going Year 7 intake is now 310 students, which reflects our school's success, growth and vibrancy.

Over the next few years, our student numbers are set to move towards 1950, which includes up to 400 students in our state-of-the-art Sixth Form Centre of Excellence. Scale brings amazing opportunities, for teaching breadth and also for career development, including with research and pedagogy, within our Teacher Training Centre and with many career pathways within our extensive 'pastoral' and 'Cleeve Character' student development provision. Both have been recognised by Ofsted very recently.

In joining Cleeve, you would be joining a rapidly growing, values-driven school, that places staff training and development at the heart of everything we do. By getting this right, we know the education offer for our students will be exceptional. We are a designated training school, working closely with local Universities.

Student outcomes are moving from strength to strength. Our partnerships with some highly esteemed industry-based partners and the broader educational sector are transformational because they open doors to a rich eco-system of enrichment, opportunity and development, for students and staff.

Our Sixth Form Centre of Excellence cost in excess of £5 million and we have opened a £1 million Teacher Training Centre, which further underlines our vision for growth, opportunity and excellence. We are a large family, but also one with huge warmth and care, where every person matters, and we celebrate our diversity and richness.

We are a mission-driven school and therefore we strive, on a daily basis, to transform lives, create opportunities and inspire futures, for staff and students, alike.

We are on a wonderful journey. Come and join us!

Alwyn Richards



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Staff Wellbeing at Cleeve School

At Cleeve School, you'll be part of a school with a vision that:

"Staff wellbeing will be at the heart of our employment strategy, focusing on developing productive and engaged colleagues who have the resources and capacity to deliver their best every day."

We recognise that we are on a journey, but we are determined to keep moving forward. Most importantly, you'll be joining a team where staff genuinely value one another, feel supported by their colleagues, and share the growth mindset of our students. Together, we are building a positive, resilient, and inspiring environment where everyone can succeed.

Our Wellbeing Offer

Work–Life Balance

- Protected time for planning and professional development
- Careful consideration of the school calendar for after school events
- Flexible working opportunities explored where possible

"I am happy and proud to be a part of Cleeve and can honestly say this is the happiest I've been in a school work place."

2025 Staff Survey

Mental Health & Emotional Support

- Access to our **Employee Assistance Programme**, and **Occupational Health support** when needed
- On site support from **Mental Health First Aiders**, and dedicated **Wellbeing Officer**
- **Reflective supervision** for staff working with high levels of child welfare and safeguarding cases

Physical Health & Lifestyle

- Annual **Staff Wellbeing Day** with activities to address key staff wellbeing concerns
- **Staff clubs** including cricket, Pilates, and football — encouraging connection, fun, and active lifestyles
- **Social events** throughout the year to strengthen team spirit
- **Cycle-to-work** scheme and use of **School Gym**

"Since moving to this school I enjoy my job again,"

2025 Staff Survey

Professional Growth & Recognition

- **Colleague Thank you scheme** to celebrate staff achievements and contributions on a weekly basis
- Tailored **CPD pathways** to support personal and professional development at all career stages and **coaching and mentoring** programmes



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Job Advert

Transforming Lives, Creating Opportunities, Inspiring Futures

Exams Invigilator for Exams and Assessments

Casual Contract, £12.73 per hour plus holiday pay

We are recruiting Exams Invigilators to join our Exam Invigilation Team to supervise students during exams. Working hours are flexible and full training will be given. Further details about the role are available later in this pack.

The school is an equal opportunities employer and committed to safeguarding and promoting the welfare of children and young people, and therefore expects all staff and volunteers, to share this same commitment. We particularly welcome applications from under represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion. The successful candidate will be subject to an enhanced Disclosure and Barring Service check.

Please apply using our online application available on the Cleeve School Website

Two Hedges Road, Bishop's Cleeve, Cheltenham GL52 8AE
Email: recruitment@cleeveschool.net Tel: 01242 672546

For an informal discussion about the role, please contact the school.



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Job Description

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Exams Invigilator

Salary and Hours: £12.73 per hour plus holiday pay.

Reporting to : Exams Officer

The role of the invigilator

To ensure that examinations are conducted according to the regulations to:
ensure all candidates have an equal opportunity to demonstrate their abilities
ensure the security of the examination materials before, during and after the examination
prevent possible candidate malpractice
prevent possible administrative failures

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.
- Confirm their availability in advance of main examination periods
- Invigilators must confirm 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.)
- Seek to achieve competence in the role and a rigorous understanding of the JCQ regulations
- Excellent command of written and spoken English
- Excellent organisational and administrative skills, with the ability to remain calm under pressure, and work to tight deadlines, systematic approach to tasks, and attention to details
- Evidence of dealing with individuals who may be under stress
- Commitment to safeguarding and promoting the welfare of children

Main duties

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Cleeve School regulations and instructions.

To have a key role in upholding the integrity and security of the external examination/assessment process.

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
- Give full attention to conducting the examinations properly



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Job Description

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- Identify candidates and seat candidates 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 candidate questions
- Start exams

During examinations

- Supervise and observe candidates at all times and be vigilant throughout examinations
- 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 candidate questions according to the regulations

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
- Securely return all examination scripts 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 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)
 - Other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'



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Thank you for your interest in working at Cleeve School.
For more information, please visit our website and social media channels.

www.cleeveschool.net

Facebook: @CleeveSchool

Twitter: @Cleeve_School

Instagram: @cleeveschool



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