



Saint GREGORY'S  
Bath



*Outstanding  
Catholic education for all*

Application pack for the post of:

## *Exam Invigilators*


Closing date:

Midnight, Wednesday 20 November 2019

Interview date:

Wednesday 27 November 2019

*"In Christ we flourish"*



*“Saint Gregory’s is simply the best school in every possible way. My children have gone from strength to strength due to excellent teaching and pastoral care. They are confident, capable, well-rounded and above all, happy.”*

Parent





*Saint* GREGORY'S  
*Bath*

## *Mission Statement*

As a Catholic school, our inspiration is Jesus Christ. We therefore promote the dignity and well-being of every child and ensure that they flourish with us in a safe, happy and enriching environment.

We believe that everyone is gifted and called by God to fulfil some definite service for the greater good of society. We will help our students to discover their vocation in life, to achieve their full potential and to use their gifts for the greater glory of God.

## *Student Creed*

At St. Greg's, we are a family.  
We walk together in the footsteps of Jesus.  
We are all equal in the sight of God  
So everybody deserves dignity and respect.  
We believe that we are all blessed with gifts  
And called by God  
So let's do something special,  
Let's work together for a better future.

In Christ we flourish.



*Saint***GREGORY'S**  
*Bath*

## *Welcome to Saint Gregory's*

Dear Prospective Applicant,

Thank you for your interest in the post of Exam Invigilator at Saint Gregory's Catholic College, to start in January 2020.

Saint Gregory's is an over-subscribed high achieving school with a national reputation for excellence. Our last Ofsted and Diocesan inspections rated us as outstanding and we are committed to maintaining and developing that high standard. At Saint Gregory's we inspire and encourage our students to fulfil their potential and flourish.

We are recruiting for self-motivated Exam Invigilators to assist the Examination Officer in the efficient running of internal and external examinations. We are looking for reliable and articulate team players to join our existing team on a casual basis.

As a Catholic school we provide our students with a moral compass based on Catholic Social Teaching that supports their growth and development. It is essential that our students are encouraged to have enquiring minds, ask questions and form their own opinions. The pastoral care at Saint Gregory's ensures that our students grow into well-rounded, reflective, caring and thoughtful young people, ready to take their place in society.

We are a friendly, inclusive school that places the student at the heart of everything we do. As a Catholic school our values are explicitly Christian, however you do not have to be of the Catholic faith to apply for this post.

There is a warm, welcoming family atmosphere at Saint Gregory's that underpins our culture as a school. Teamwork is at the heart of everything we do and by working together we aim to provide the very best opportunities for all our students and staff.

If you possess the necessary skills and experience and would like to apply for this post, please submit your application by midnight on Wednesday 20 November 2019. Interviews will be held Wednesday 27 November 2019. If you have any further questions, or would like to arrange a visit, please do not hesitate to contact Mrs Quinn, Admissions and Examinations Officer, on **01225 832873** or by email at [quinnh@st-gregorys.org.uk](mailto:quinnh@st-gregorys.org.uk).

Yours faithfully

Ms A Cusack  
**Headteacher**

*"In Christ we flourish"*



*"This is an outstanding school."*

Ofsted





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## *About this role*

<b>Post:</b>	<b>Exam Invigilators</b>
<b>Contract type:</b>	Part time, casual
<b>Salary:</b>	Grade 3 SCP 5 actual £9.74 per hour
<b>Start date:</b>	January 2020
<b>Closing date:</b>	Midnight Wednesday 20 November 2019
<b>Interviews:</b>	Wednesday 27 November 2019

**We are recruiting for self-motivated Exam Invigilators to assist the Examination Officer in the efficient running of internal and external examinations on a casual basis.**

The successful candidates will be able to support our values and interact with both colleagues and our students in a calm and respectful manner. Our Exam Invigilators play a key role in ensuring that our exams run smoothly and are compliant with examination regulations. The successful candidates will have a good range of availability to work during school hours during key examination periods (subject to advance notice of dates).

Successful candidates will be required to attend a training morning where they will have the opportunity to meet other invigilators. The morning will involve the dissemination of procedures for running examinations successfully to ensure all invigilators are fully up to date with the expectations and requirements of the role.

If you would like to be a part of this successful and thriving school, and are a suitably qualified and highly motivated professional, we would like to hear from you.

For an open conversation about the role and/or to arrange a visit prior to application please contact the Admissions and Examinations Officer Mrs Quinn, on **01225 832873** or email [quinnh@st-gregorys.org.uk](mailto:quinnh@st-gregorys.org.uk) to arrange a suitable time.

We are an equal opportunities employer and are committed to safeguarding and promoting the welfare of children. We follow safer recruitment practices and appointments are subject to an enhanced DBS check. Details of our CP Policy can be found on our website at [www.st-gregorys.org.uk/useful-information/key-documents](http://www.st-gregorys.org.uk/useful-information/key-documents).




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## *About Saint Gregory's*

Saint Gregory's is a Catholic voluntary aided secondary school which was established by the Diocese of Clifton. It primarily serves designated Catholic parishes in Bath and North East Somerset, North West Wiltshire and the north of the County of Somerset and admits students of 11-18 years. It is a medium-sized popular co-educational school, founded on Catholic Christian values and with a strong family and community ethos. These values envelop the learning of students, providing them with an academic start to life that is supportive, nurturing and inspiring. Saint Gregory's has a well-deserved reputation for academic excellence, outstanding pastoral care and an excellent enrichment programme.

The New Sixth is an exciting collaboration between Saint Gregory's Catholic College and St Mark's Church of England School. The New Sixth provides a unique post-16 experience in the state sector in Bath and North East Somerset; a high-quality sixth form education with outstanding pastoral support and a wide range of enrichment activities, inspired by Christian values.

Saint Gregory's has maintained its Outstanding judgement in its most recent Ofsted and Diocesan inspections.

A young woman with long brown hair and freckles is smiling broadly, touching her face with her right hand. She is wearing a dark blue school blazer over a white collared shirt. Two circular school badges are pinned to her blazer. The background is slightly blurred, showing an indoor setting with wooden paneling.

*“Students’ achievement is outstanding. All groups, including higher ability students, those who speak English as an additional language and those who have special needs, make rapid progress in relation to their starting point and abilities.”*

Ofsted





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## *Our Location*

We are located at the southern gateway to the World Heritage City of Bath with beautiful views towards the Severn Estuary and over Bath. Access to the school is easy as it is on main bus routes and next to the Odd Down Bath Park and Ride terminus.

The World Heritage City of Bath itself needs little introduction. Over four million tourists a year come to visit its many attractions, such as its Georgian architecture, its festivals, theatres, museums, restaurants and shops. It boasts excellent schools, rugby and football teams and Olympic standard training facilities at the University of Bath.

In 2017 Bath was named as the safest place to live in the UK. It is also a regular feature of the Sunday Times and Telegraph lists for best places to live in the UK, offering a very high quality of life. In 2018, it was named as the best UK city to raise a family by MoneySuperMarket.

Bath is served by many attractive towns and villages, and our staff and students come from diverse locations.

*“Students make an outstanding contribution to the Catholic life of the school and benefit enormously from it. The school ethos is demonstrated by the exemplary behaviour of its pupils, their respect and care for one another, as well as their outreach to others outside the school.”*

Clifton Diocese Inspection Report







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## *Job Description*

Post Holder:	Exam Invigilator
Line Manager:	Examination Officer
Salary Scale:	Grade 3 SCP 5 £9.74 per hour
Hours:	Casual, part time

This job description should be read in conjunction with the professional duties set out in the governors' Pay Policy and Performance Management Policy. All responsibilities in this job description relate to the Governing Body of St Gregory's, and its committees.

### *Key Areas of Responsibility*

#### *1. Core Purpose*

- 1.1 To provide invigilation cover for external examinations for students at KS4 and KS5 in accordance with Exam Board regulations as established by the Joint Council for Qualifications (JCQ) and carry out associated administrative and clerical duties as requested by the Admissions and Examinations Officer.

#### *2. Key Duties and Responsibilities*

- 2.1 To assist with the preparation of the examination room to ensure the conditions meet JCQ requirements.
- 2.2 To support the supervision of the entry of students in a quiet and orderly manner in accordance with the seating plan provided.
- 2.3 To assist supervision of the conduct of the exam in accordance with the JCQ regulations.
- 2.4 To assist with correct identification of all candidates and the registering of students.
- 2.5 To ensure candidates are aware they are under examinations conditions and ensure that no unauthorised materials are brought to the exam.
- 2.6 To distribute the correct papers and stationery to students in an orderly and timely manner.
- 2.7 To ensure that the start and end time of the exams are displayed and the seating plan is maintained and signed.
- 2.8 To monitor student behaviour and external noise in a quiet and unobtrusive manner.
- 2.9 To distribute additional paper/equipment as required.
- 2.10 To ensure candidates with special educational needs and/or exam concessions are correctly supervised and entitlements respected.
- 2.11 Supervision of 'clash' candidates between examinations as required.
- 2.12 To be responsible for students in the event of a fire, ensuring they are moved to a safe place but kept separate from other students.
- 2.13 To respond to candidates queries in line with JCQ regulations and deal with any problems which arise in liaison with the Admissions and Examinations Officer.
- 2.14 To ensure efficient timekeeping is maintained and ensure the incident log is completed accurately.
- 2.15 To collect and check scripts at the end of the exam and collate question papers and other materials for return to the Admissions and Examinations Officer.
- 2.16 To ensure examination conditions are maintained until all candidates have left the room.
- 2.17 To prepare for the next exam session if required.





- 2.18 To assist with the return of scripts to the Admissions and Examinations Officer on completion of the exam, ensuring that all scripts have been collected and placed in register order. The post will require occasional administrative duties to include assistance with despatch of scripts.

- 2.19 Any other duty reasonably requested by the Admissions and Examinations Officer.

### 3. Physical Effort and Working Environment

- 3.1 The postholder will be expected to undertake limited bending, lifting and stretching in the course of their duties.

- 3.2 The post is not exposed to any unpleasant conditions over and above those experienced in a day to day office environment.

### 4. Supervision received

- 4.1 The post holder will be directly managed by the Admissions and Examinations Officer.

### 5. Contacts

- 5.1 Appropriate adults and students within the school.

### 6. Professional Development

- 6.1 The postholder will be expected to undertake any appropriate training provided by the school to assist them in carrying out any of the above duties.

### 7. Additional Responsibilities

- 7.1 This job description only contains the main accountabilities relating to the post and does not describe in detail all of the duties required to carry them out.

### 8. Safeguarding

- 8.1 The Governors of St Gregory's are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced certificate from the Disclosure and Barring Service is required for this post prior to commencement.

### 9. Special Notes and Conditions

- 9.1 The postholder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager or Safeguarding Lead.

- 9.2 The postholder will be required to promote, monitor and maintain health, safety and security in the workplace to include ensuring that the requirements of the Health and Safety at Work Act, COSHH and all other mandatory regulations are adhered to.

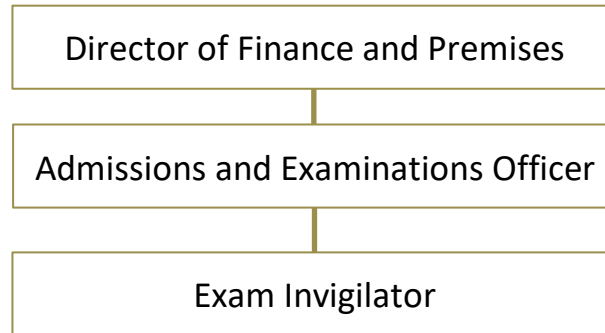
- 9.3 All employees of St Gregory's are expected to be supportive of the Christian ethos of the school, its aims and Mission Statement.


- 9.4 This job description will be reviewed annually or more frequently if necessary by the Headteacher and Chair of Governors in consultation with the post holder.



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10. Organisational Management Chart



A close-up portrait of a young boy with dark, spiky hair, wearing a dark green school blazer over a white shirt and a green and yellow striped tie. He is smiling slightly and looking towards the camera. In the background, other students in similar uniforms are visible but out of focus. The lighting is soft and natural, suggesting an outdoor setting.

*“Saint Gregory’s is a truly nurturing environment for children, allowing them to grow and flourish into wonderful human beings.”*

Parent





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## *Person Specification*

Exam Invigilator	Essential	Desirable
<b>Qualifications and professional development</b>		
A minimum of three subjects at GCSE, O Level or equivalent including Maths and English	✓	
Educated to A Level of equivalent to show a reasonably high level of literacy (as required by Exam Boards).		✓
<b>Professional Specification</b>		
Willingness to work in a school environment	✓	
Basic IT skills to include the ability to use email	✓	
Previous school experience		✓
Excellent organisational skills	✓	
Excellent communication skills including the ability to give clear instructions	✓	
Confident manner	✓	
The ability to be discreet when dealing with sensitive matters	✓	
Excellent attention to detail and accuracy	✓	
Ability to work alone or as part of a team	✓	
<b>Personal Specification</b>		
Reliable	✓	
Responsible	✓	
Punctual	✓	
Calm under pressure	✓	
Approachable	✓	
Commitment to students during a stressful time	✓	
Supportive of the Christian ethos of the school	✓	
Practicing Catholic		✓
<b>Safeguarding Children</b>		
A clear understanding and commitment to safeguarding and promoting the welfare of children and young people	✓	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓	
Appropriate attitudes to the use of authority and maintaining discipline.	✓	



*“Sporting, artistic and dramatic opportunities are outstanding and all students take full advantage of the range of opportunities to develop clear, personal values and to make an impact on school life.”*

Ofsted



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## *How to apply*

Closing date for applications: Midnight, Wednesday 20 November  
Interviews will be held on: Wednesday 27 November

Applicants are asked to submit their application to the HR Team by email to [hr@st-gregorys.org.uk](mailto:hr@st-gregorys.org.uk)

They may also be submitted via post to:

Miss Mellissa Jackson, HR Manager  
Saint Gregory's Catholic College  
Combe Hay Lane  
Odd Down,  
Bath, BA2 8PA

Please note that no other material (such as testimonials, résumés or CVs) will be considered during the selection process.

To arrange a visit prior to application or to discuss the role further, please contact the Admissions and Examinations Officer, Mrs Quinn, on [01225 832873](tel:01225832873) or email [quinnh@st-gregorys.org.uk](mailto:quinnh@st-gregorys.org.uk).

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