



*St Gregory's
Catholic College
Bath*



An education for the whole person
Academically, personally and spiritually

Application pack for the post of:

Exam Invigilator

Casual, part-time, Grade 3 SCP 5 £12.85 per hour plus holiday enhancement. To start 25 March 2025

Closing date: Midnight, Sunday 2 March 2025

Interviews: Early applications are encouraged. We reserve the right to interview and appoint prior to the closing date of this advertisement.

In Christ we flourish

St Gregory's, Catholic College
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Welcome

Dear Prospective Applicant

Thank you for your enquiry regarding the post of Exam Invigilator at Saint Gregory's, to work on a casual basis.

Saint Gregory's is an over-subscribed high achieving school with a national reputation for excellence. Our motto is 'In Christ We Flourish' and we place great emphasis on our inclusive 'family' atmosphere where all are nurtured to develop their God-given gifts and virtues.

Our most recent Ofsted inspection judged as 'Good' with 'Outstanding' features in both 'Behaviour and Attitude' and 'Personal Development'. We are also recognised as an 'Outstanding' secondary school in our Section 48 Inspection, highlighting Saint Gregory's as a flourishing educational community where every child is valued and encouraged to grow as individuals.

We are a school community which prioritises the safety and wellbeing of our students and staff. Everyone at St Gregory's is responsible for the safeguarding and wellbeing of our staff and students and we are committed to following safer recruitment practices to ensure we provide a safe environment for our students. Successful candidates will be considered as working in Regulated Activity and therefore will be subject to an enhanced DBS check including a Children's Barred List check.

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 an 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. 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. If you have any further questions please do not hesitate to contact Ms Handley, Exams and Admissions Officer by email at HandleyK@st-gregorys.org.uk.

Yours faithfully, Mrs M George, **Headteacher**

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.

Mission Statement, approved by the Governing Body



Employee Benefits

An inclusive and diverse workplace

We are fully committed to sustaining a positive and mutually supportive working environment free from harassment, discrimination, bullying and victimisation where staff can work collaboratively and productively together, and where all staff are equally valued and respected.

Through working collaboratively with Staff, Students, Parents, Volunteers and Governors we aim to remove barriers that you may face and promote equality of opportunity so that you can achieve your full potential in our school.

Exam Invigilator

Post:	Exam Invigilator
Start date:	25 March 2025
Contract type:	Casual, part time
Hours:	Hours as discussed with Exams Officer
Salary:	Grade 3 SCP 5, £ 12.85 per hour plus holiday enhancement
Closing date:	Midnight, Sunday 2 March 2025
Interviews:	Early applications are encouraged. We reserve the right to interview and appoint prior to the closing date of this advertisement.

Our students are amazing. They are clever, kind and a joy to work with. They inspire, challenge and drive us as professionals to deliver the highest standards of education and care; to fill their school life with academic rigour, compassion and laughter. School is a busy and varied place of work, but as a team, we work together to reach out, find solutions and truly make a difference in the lives of young people.

We are seeking exceptional individuals to join our team on a casual contract as an Exam Invigilator, taking on this highly rewarding and valued role within our school community. The successful candidate 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).

You do not need to have worked as an Exam Invigilator before, although of course we also welcome applications from experienced professionals seeking a new career challenge.

All new invigilators will be required to attend a training session where they will have the opportunity to meet other invigilators. The session 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.

Applicants must possess a minimum of three GCSE passes at Grade C or equivalent including literacy and numeracy.

Why you should join Saint Gregory's:

We passionately believe that every child can discover their own remarkable place in the world and the contribution that you bring to our school deserves its own rewards. As a member of our team, you can expect:

- To join a supportive and friendly team
- A supportive employer that will work with you to meet your working needs
- Access to the Local Government Pension Scheme
- A positive and innovative learning culture where well-being and workload are effectively managed
- A vibrant and dynamic student body that deserves the very best in teaching and support
- Professional support to help you develop your career
- Free Parking



“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

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. We are a popular co-educational school, founded on Catholic Christian values and with a strong family and community ethos. These values envelop the learning of our 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.

In 2022, we were rated Good overall with Outstanding Behaviour & Attitudes and Personal Development by Ofsted. We are also recognised as an 'Outstanding' secondary school in our Section 48 Inspection, highlighting Saint Gregory's as a flourishing educational community where every child is valued and encouraged to grow as individuals.

Our GCSE and A Level results are excellent and not just in raw terms but also in the context of value-added. Such measures seek to identify the progress that every child makes during his or her time with us and show that our students make outstanding progress.

The achievement of our students consistently places our school as one of the top achieving state schools in the country. Students leaving Saint Gregory's progress to some of the very best academic institutions including Oxford, Cambridge and the Russell Group but, more than this, they leave having acquired the academic success, confidence and skills they need to continue their educational or career journey of choice.

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.

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

Behaviour for Excellence



St Gregory's Catholic College at a glance

RE

- Religious Education
- Philosophy and Ethics
- Chaplaincy

English

- English Language
- English Literature
- Literacy and Oracy

Maths

- Maths
- Computer Science
- Business and Economics

Science

- Biology
- Chemistry
- Physics

Performing Arts

- Music
- Dance
- Drama

Leadership

- Headteacher
- Director of Studies (Deputy Head Academic)
- Director of Pastoral Care (Deputy Head Pastoral)
- Assistant Headteacher Director of Sixth Form
- Assistant Headteacher Literacy and Oracy
- Assistant Headteacher Wider Participation and Enrichment
- Assistant Headteacher Behaviour and Attendance
- School Business Manager
- Facilities and ICT Manager
- Associate Assistant Headteacher: Senior Mental Health Lead

PE

- Physical Education

Careers

- Careers

Technology

- Food technology
- Design and Technology

Art and Photography

- Art
- Photography

MFL

- French
- Spanish
- Mandarin

Humanities

- History
- Geography
- Politics
- Sociology
- Psychology

Inclusion

- SENCo
- One to one and small group support

Pastoral


- DSL, DDSL
- Behaviour and Attendance
- HOY
- Alternative provision
- Medical

Business Operations

- Attendance
- Admissions
- Data
- Exams
- Finance
- HR
- Sixth Form
- Main Office
- Secretariat

Facilities and ICT

- ICT
- Facilities



“Inspiration from the Gospel values are the ‘hallmarks’ of the education that pupils receive. Pupils reflect positively on their own beliefs and opinions, as well as those of others. Interactions between staff and pupils and between pupils are warm and respectful.”

Ofsted,

Job Description

This job description should be read in conjunction with the professional duties set out in the governors' Pay Policy and Performance Management Policy.

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 including a Children's Barred List Check is required for this post prior to commencement plus other rigorous pre-employment checks

Key Areas of Responsibility

1. Core Purpose, Duties and Responsibilities

- 1.1 To provide invigilation cover for external and internal 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 Examinations and Admissions Officer.
- 1.2 To have a key role in upholding the integrity and security of the examination/assessment process.

2. Duties and Responsibilities

2.1 Before exams

- Liaise with Lead invigilator regarding the sessions planned for the day.
- 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.
- Distribute the correct question papers and exam materials to candidates.
- Instruct candidates in the conduct of their exams.
- Deal with candidate questions.
- Start exams.

2.2 During exams

- Supervise and observe candidates at all times and be vigilant throughout exams
- Keep disruption in exam 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
- Use the Exams Assist tool as part of your responsibilities

2.3 After exams

- Assist with instructing candidates in finishing their exams and collect exam scripts and exam materials.
- Assist with dismissing candidates from the exam room.
- Assist with checking candidates' names on scripts, match the details on the attendance register.
- Securely return all exam scripts and exam materials to the Exams Officer.

2.4 Other tasks

- Undertake training, update and review sessions as required
- Undertake relevant online invigilator training and assessment for that academic year and provide evidence of completion (prior to invigilating any exam in a new academic year)
- Undertake, where required and where able, other duties requested by the Exams Officer, for example:
 - a) centre supervision of exam timetable clash candidates between exam sessions
 - b) facilitating access arrangements for candidates, for example as a reader, scribe, etc (full training will be provided)

3. Post Dimensions

3.1 Number of staff managed: None

3.2 Departmental budget: None

3.3 Section budget: None

4. Physical Effort and Working Environment

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

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

5. Supervision received

5.1 The post holder will be line managed and supervised by the Admissions and Examinations Officer.

6. Contacts

6.1 Appropriate staff and students within the school.

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.

7.2 To perform, in accordance with any direction which may reasonably be given to you by the Headteacher from time to time, such particular duties as may reasonably be assigned to you.

8. Professional Development

8.1 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.

9. Safeguarding

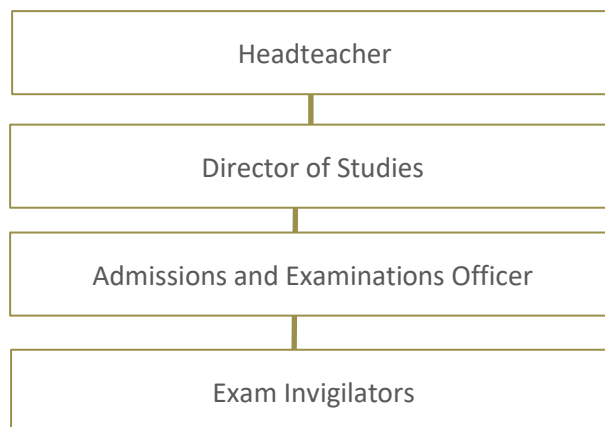
9.1 The Governors of St Gregory's are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced certificate from the Disclosure and Barring Service is required for this post prior to commencement.

10. Special Notes and Conditions

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

10.2 This job description will be reviewed annually or more frequently if necessary by the Headteacher in consultation with the post holder.

11. Organisational Management Chart



Person Specification

Exam Invigilator	Essential	Desirable
Safeguarding Children		
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	✓	
Qualifications and professional development		
Minimum of three GCSE passes at Grade C or equivalent including literacy and numeracy	✓	
Experience/Knowledge		
Computer literate	✓	
To have recent and relevant experience in a setting that requires excellent attention to detail and accuracy		✓
Personal Attributes		
Ability to relate well to both children and adults	✓	
Able to work as part of a team and individually	✓	
Excellent communication skills (both written and verbal)	✓	
Ability to follow instructions and the ability to give clear instructions	✓	
To be organised and plan ahead	✓	
The ability to be discreet when dealing with sensitive matters	✓	
A positive role model for students and staff	✓	
Emotionally intelligent	✓	
Motivated	✓	
Calm under pressure	✓	
Reliable, organised and punctual	✓	



“The high quality of pastoral care shown to all members of the community, both students and staff, is outstanding.”

Clifton Diocese Section 48 Inspection Report

Applications

Closing date: Midnight, Sunday 2 March 2025

Interviews: Early applications are encouraged. We reserve the right to interview and appoint prior to the closing date of this advertisement.

Applicants are asked to submit their application online via <https://mynewterm.com/>.

We are not currently able to accept postal applications at this time.

No other material (such as testimonials, résumés or CVs) will be considered during the selection process.

Please note that you must have the existing right to work in the UK to apply for this post.

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, satisfactory professional references, qualification verification, overseas certificates of good conduct and the right to work in the UK.

All staff are expected to undertake comprehensive child protection training and must share in the school's commitment to the safeguarding and wellbeing of our students and staff.

A copy of the Safer Recruitment Policy and our CP Policy can be found on our website at <https://www.st-gregorys.org.uk/key-information/item/3/safeguarding>.

School Creed

At St. Greg's, we are a family.

We believe in the living presence of God in our school, our community and world.

We are all equal and worthy of dignity and **RESPECT** in a community founded on inclusion and diversity.

We support each other and recognise our potential to thrive.

ASPIRATION and quality education are at the heart of our mission.

We walk together in the footsteps of Jesus and witness to the Gospel.

Our **RESPONSIBILITY** is to always be kind and caring to all and to be stewards of creation. We all have **VIRTUES** and are valued and loved in the sight of God. Each of our lives is a gift to be nurtured as we journey together towards our true vocation.

In Christ we Flourish

Amen

Written by the students of St Gregory's Catholic College



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