



Exams Invigilator

Recruitment Pack - Nov 2025



**CHELTENHAM
BOURNSIDE
SCHOOL**

“Inspiring lives through learning



Welcome

People are at the heart of Bournside. Rating us as “Good” 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”**.

We are highly ambitious for the academic progress of our students: our positive **Progress 8 score of an average of +0.48** over the last two years which places Bournside in the top 16% of schools nationally for academic progress.

Bournside is an established single academy trust with a PAN of 300. We have a wide catchment, over 200 staff and over 1,800 students. That means we have the resources to provide a wealth of opportunities: a sports centre and 3G sports pitches; a fully equipped drama studio, a dance studio, a large library, modern spacious English and Maths blocks, 12 new and further refurbished science labs and specialist design, technology, computing and media rooms. Our highly successful sixth formers have their own large base within the school too.

No one gets lost in the crowd, however. In their 2022 report, 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, the house system aims to nurture and enhance that 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.

If you have any questions regarding the position please contact Human Resources - recruitment@bournside.com
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.

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

Steve Jefferies
Headteacher



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Overview

Exam Invigilator

Start date:	December 2025
Grade/pay scale:	£14.12 per hour (incl. holiday pay)
Contract:	Casual
Responsible to:	Exams Officer

Purpose

An exciting opportunity has arisen to join Cheltenham Bournside School as a **Exams Invigilator**. We are looking to appoint an invigilator to join our invigilation team to support with school examinations.

As an Exam Invigilator you will support the school to ensure examinations are conducted fairly and according to regulations. You will be supervising students and managing the exam environment.

Closing date: Friday 7th November 2025 at 9.00am

Apply online: www.bournside.gloucs.sch.uk/school-information/careers-at-bournside

Please note - We reserve the right to interview and appoint prior to the closing date.



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Job description

Exams Invigilator

We are an equal opportunities employer and value respect and diversity across our 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.

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



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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

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.



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Person specification

Exams Invigilator

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

	Essential	Desirable
Qualification	- 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	
Experience, understanding and knowledge	- Be confident and a reassuring presence to candidates in exam rooms - Be able to remain calm under pressure and work on own initiative to problem solve - Be able to give instructions and manage situations involving different groups of people - Be tactful, understand confidentiality and be committed to equal opportunities. - Be reliable, punctual, flexible and readily available during main exam periods - Have effective communication skills and good interpersonal skills - Have excellent organisational skills, accuracy and attention to detail. - Work well as part of a team or alone as necessary - Ability to work to predetermined instructions	Have basic IT skills (use of email, mobile phone messaging etc.)
Personal qualities	These personal qualities are essential for creating a positive and supportive school environment that fosters the growth and development of students, staff and the broader community. Ambition - Shows enthusiasm to excel in their role. - Takes initiative to identify and pursue opportunities for growth and improvement. Curiosity - Possesses a natural curiosity and desire to learn new things. - Approaches challenges and opportunities with an open and curious mindset. Pride - Punctual and reliable. - Pays careful attention to detail and takes pride in delivering high-quality work, effectively prioritising tasks to meet deadlines. Purpose - Demonstrates a strong sense of purpose and dedication to making a positive impact on students' lives. - Is committed to serving the needs of students, parents, and the school community with purpose and intentionality. Respect - Shows empathy and understanding towards the needs and perspectives of others. - Conducts themselves with professionalism and integrity in all interactions and communications, keeping calm when working under pressure in a busy working environment. Support - Works collaboratively as part of a team, supporting colleagues and sharing guidance, knowledge and resources. - Provides encouragement and support to students, colleagues, and parents to help them achieve their goals.	





Supporting information

Settling in at Bournside

We will fully support you with your transition to Bournside. Our HR team oversees the provision for new staff, including your induction to support you in understanding your new role.

Induction

You will receive induction training from the Exams Officer providing all of the information you'll need to be a successful invigilator at Bournside. Including:

- Communication systems
- Induction procedures
- Safeguarding
- Health and Safety
- Key policies

Exams Officer will be available regularly to ensure you have any support you need.

Continuing Professional Development (CPD)

We pride ourselves on being a forward-thinking in our approach to CPD. We use a wide variety of activities to engage all staff with sharing best-practice including whole staff training options and access to National Online Training resources.

We are also happy to discuss support to complete further relevant job role qualifications.

Teacher Development Trust Gold Award

In 2023 our genuine, shared commitment to inspiring the lives of both students and staff through learning. was recognised with **The Teacher Development Trust Gold Award** following a rigorous audit of our provision for staff.



"The school has a proven track-record in designing and delivering a high-quality, research-informed programme of CPD, which senior leaders quite rightly take great pride in. It was a great pleasure to speak with a range of staff who clearly feel well supported and appreciative of the developmental opportunities unique to the school." - TDT Auditor, 2023



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Support staff

Employee Benefits

Please speak to the HR team about our full range of benefits.

Lifestyle and wellbeing

- Attractive hourly rate and holiday pay (Increased rate of holiday pay after 5 year service)
- Family-friendly policies
- Free one-to-one wellbeing support
- Onsite parking facilities and cycle storage
- Staff social events
- Onsite catering in the Pit Stop Cafe (9.30am - 1.30pm daily)
- Free access to the school's gym (conditions apply)
- Four electric car charging points



Lottie & Olive
Our School Therapy Dogs



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We are:

Ambitious

Curious

Proud

Purposeful

Respectful

Supportive



“leaders put the welfare of pupils, as well as academic achievement, at the heart of everything they do”

“strong sense of community for both staff and pupils”

“the school curriculum is ambitious”

“inclusive environment”

- Ofsted, 2022



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