



**Casterton
College
Rutland**



Job Description

Post Title: Exam Invigilators

This College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Contract: Casual - as and when required (exam seasons, term time only)

Salary: Scale 2 point 3 - £12.45 per hour (pay award pending)

Responsible to: Exams, Performance and Data Manager



All staff work for Casterton College Rutland which is an 11-16 school.

This job description reflects the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

We are committed to safeguarding and promoting the welfare of children and young people and all staff and volunteers are required to share this commitment. All staff are representatives of the college and are required to recognise that their personal and online behaviour reflects their responsibility as role models in the community. Appointment is subject to references and enhanced clearance by the Disclosure and Barring Service.

We are seeking to recruit invigilators for the internal and external exam season at Casterton College Rutland.

We currently have a group of dedicated invigilators and are looking to recruit additional members for this team due to the growing student population. We are looking for individuals who can promote a supportive atmosphere for our students so that they achieve their best.

You will be responsible for the smooth, secure running of allocated exam sessions, working under the direction of the Exams, Performance and Data Manager. Duties will include assisting in the preparation of the exam rooms, timing of exams, distribution and collection of exam papers, assisting students with additional needs and ensuring Examination Board and JCQ Regulations are adhered to at all times.

Good communication skills, an observant eye and attention to detail are essential. You will need to have a calm nature, and work effectively in a busy environment. Training will be provided for both new and experienced invigilators. An Enhanced Disclosure and Barring Certificate is compulsory for all staff working in a school. This will be organised and paid for by the school, you will sign up to the the update service for DBS there is an annual charge of £13/ year which will be refunded to you annually when evidence has been received of the payment leaving your account.

Working hours are usually; start at 8.30am for 9.00am exams and 1.00pm for 1.30pm exams. Invigilators are given a timetable detailing the duration of examinations which may vary, but usually last around 1-3 hours. We can be flexible with your working hours to suit both of our needs.

If you think you would be interested or require further information please contact Sarah Peace on peaces@castertoncollege.com

This job description is not intended to be an absolute definition of responsibilities and duties as others may arise in this post.

March 2025

Casterton College Rutland
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