



# HEREFORD CATHEDRAL SCHOOL

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CANDIDATE INFORMATION  
Examinations Invigilator

01432 363500 | [HEREFORDCS.COM](http://HEREFORDCS.COM)



# HEADMASTER'S WELCOME



**Thank you for taking the time to consider applying for this important position at Hereford Cathedral School. I believe that there has never been a more exciting time to join us and I look forward to meeting you.**

While we are the fifth oldest school in the UK, our eyes are firmly fixed on the future with a clear vision to provide a sector-leading educational provision. I have the privilege of leading an outstanding school with a fantastically committed staff in the most wonderful of settings.

Our culture reflects the character and personality of our organisation. It is what makes the School a unique and special place to work and is the sum of our values, traditions, beliefs, interactions, behaviours, and attitudes.

It is a real joy working at Hereford Cathedral School and I hope that you too will also want to join our wonderful community.

*Yours ever,  
Michael*

**DR MICHAEL GRAY**

Headmaster

# JOB DESCRIPTION: EXAMINATIONS INVIGILATOR

**Post:** Examinations Invigilator

**Salary:** £13.68 per hour (this includes payment for holiday pay)

Work pattern: Zero hour contract during Term time exam period.

**Location:** Hereford Cathedral School, Old Deanery, Cathedral Close, Hereford HR1 2NG

## OPPORTUNITY

The school is looking to recruit an Examinations Invigilator. The core purpose of this role is to assist and support the Examinations Officer in ensuring the exams run smoothly for the pupils.

Duties will include setting up the Examinations Hall, ensuring the security of the exam papers, collecting the papers and ensuring quiet is held at all times during the exam.

This is an exciting opportunity to join a sector-leading educational organisation, which values continuous professional development, a culture of collaboration, reflective practice and where colleagues are nurtured, supported and encouraged in their roles.

## OUR OFFER

- Join a highly talented and supportive team and governing body
- A beautiful place to work in the most idyllic settings
- A positive and innovative working environment surrounded by students, staff, parents and governors
- A collaborative and supportive attitude amongst staff which promotes a sense of teamwork and unity
- Cycle to Work scheme
- Free lunch during term time
- NEST pension scheme (8.7% employer contribution, 6% employee contribution)

## REPORTING LINES

The post holder reports to the Examinations Officer

CONTINUED OVERLEAF



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SCHOOL'S YOUTUBE CHANNEL



# THE ROLE: EXAMINATIONS INVIGILATOR

## ACCOUNTABILITIES

- To oversee and supervise examinations ensuring that JCQ & awarding body guidelines, regulations and procedures are followed before, during & after examinations.

## RESPONSIBILITIES

- To ensure all awarding body and JCQ rules, regulations and guidelines are followed
- To assist in the setting up of examination rooms and ensure all candidates are seated appropriately.
- To keep examination papers and materials secure at all times.
- To ensure all candidates receive appropriate examination question and answer papers.
- To be aware of any needs that candidates may have during an examination.
- To ensure answer scripts are collected in candidate number order, checked and are supervised as required until they are delivered to the Examinations Officer.
- To ensure candidates obey the regulations of an examination room as laid out in the examination guidelines.
- To maintain security and confidentiality at all times.
- To record attendance on the official examination registers and complete the HCS Examinations Room Seating Plan and Incident Log, as appropriate.
- To ensure no inappropriate items are brought into the examination room, such as electronic devices, revision notes or other paperwork unless told otherwise.
- To ensure all candidates are aware of any pre-exam information or any erratum notice that may affect them.
- To ensure there is no talking or disruption for the candidates once an examination has begun.
- To ensure that invigilators DO NOT help candidates in any way with the question paper.
- To assist in other activities as may reasonably be requested from time to time.

Wilmot House opened in 2019 and provides a wonderful home for our boarders



# SAFEGUARDING AND PROTECTION OF CHILDREN AND YOUNG PERSONS

In accordance with the Children's Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition, offers of appointment will be subject to an Enhanced criminal record check from the Disclosure and Barring Service (DBS).

These checks will highlight cautions, reprimands and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent them from working with children. Staff must inform the school if they are subject to criminal investigations or convicted while in the employment of the School.

## HEALTH AND SAFETY

### **As an employee you are expected to:**

- Take reasonable care of your own health and safety
- Take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do in the course of your work
- Co-operate with your employer, making sure you get proper training and you understand and follow the company's health and safety policies
- Not interfere with or misuse anything that's been provided for your health, safety or welfare
- Report any injuries, strains or illnesses you suffer as a result of doing your job
- Tell your employer if something happens that might affect your ability to work (e.g. becoming pregnant or suffering an injury)
- If you drive or operate machinery, to tell your employer if you take medication that makes you drowsy.

## PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria
<b>Qualifications</b>	Completed a broad education including GCSE grade C and above in English Language and Maths (or equivalent)	
<b>Experience and knowledge</b>		<p>Experience of working within an education environment or within a similar role</p> <p>An understanding of the examination process.</p> <p>Knowledge of Safeguarding and Child Protection of Young People</p>
<b>Skills and abilities</b>	<p>Excellent organisational skills and time management skills</p> <p>Ability to keep calm under pressure or during unexpected circumstances</p> <p>A logical, methodical approach to work. Good verbal and written communication skills</p> <p>Ability to work as part of a team or individually, as required</p> <p>Ability to work to predetermined instructions with accuracy and attention to detail</p> <p>Able to commit to and honour previously agreed invigilation sessions</p> <p>Punctual</p> <p>Able to work on own initiative with a common sense approach</p>	Good IT knowledge in Microsoft Office applications to include Word.
<b>Aptitude</b>	Naturally demonstrates a 'can do' helpful attitude	
<b>Circumstances</b>	Able to work flexibly	
<b>Safeguarding Children, Young People and Vulnerable Adults</b>	<p>Understands their role in the context of safeguarding children, young people and vulnerable adults</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people</p>	
<b>Equal Opportunities</b>	Understanding of the requirements of Equality and Diversity	

## HOW TO APPLY

An application form and information pack may be downloaded from the school website: [www.herefordcs.com/job-vacancies](http://www.herefordcs.com/job-vacancies)

**Completed applications should be accompanied by a covering letter and sent to Mrs Cath Knowles, Hereford Cathedral School, Old Deanery, The Cathedral Close, Hereford HR1 2NG or to [c.knowles@herefordcs.com](mailto:c.knowles@herefordcs.com)**

The closing date for applications is **10am on Monday 3 March 2025.**

The School is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff and volunteers to share this commitment. Appointments are subject to enhanced DBS clearance and satisfactory employment references and other safer recruitment checks. Further information on the School's safeguarding can be found on [the school website](#).

Hereford Cathedral School is committed to being an equal opportunity employer and is determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

The School retains the right to interview suitable applicants and appoint before the deadline.

The Old Deanery in Cathedral Close is home to our leadership and administrative staff

