Post: Exam Invigilator

Reporting to:

1. Exams Officer
2. Academic Deputy Head
3. Headmaster

Prior Park Schools

Prior Park Schools is a family of Christian schools based in Bath and Gibraltar. Together, the Schools offer education for pupils aged between 3 and 18. Since the establishment of Prior Park College in 1830, the family has grown, with The Paragon School joining in 2006, and Prior Park School Gibraltar being opened by Prior Park Schools in 2016.

The Schools' Mission is to steward a thriving family of communities with love for the young people they serve at their heart. These vibrant communities cultivate creativity, foster integrity, and transform lives.

Across three sites, the Schools educate over 1100 young people of all faiths and none. The values underpinning the Mission and the Schools' educational offerings are Curiosity, Generosity, and Courage. The Schools believe that quality education changes lives and that outstanding schools are engines for positive social transformation.

Our Schools provide excellent teaching, equipping our young people to leave for a variety of exciting destinations. The success of what the Schools do in the classroom is intertwined with their co-curricular offerings. The young people undertake a wide variety of activities, which, in addition to being fun, challenge them to persevere to succeed. We work together imaginatively and courageously to hone the skills our young people need to forge their place in the world.

Prior Park Schools (PPS) have long been renowned for the quality of their pastoral care. Grounded in the love that sits at the centre of our Mission, our pastoral ethos allows young people to feel safe and secure to challenge themselves, to learn who they want to be, and to discover the difference they want to make.

Each of the Schools' Heads are supported by a Leadership Team, who together lead the day-to-day educational business of their respective schools. The Board of Trustees provides governance and support for the Heads and their schools via a number of Advisory Committees which include Local Boards for each of the schools, the Finance, Audit, Investment & Risk Committee (FAIR), an Education Committee and Safeguarding oversight.

The Executive management of the schools is devolved to the Prior Executive Board (PEB) which comprises the Heads of each constituent school and Chief Operating Officer. The PEB drives the strategic development of PPS, ensuring that it is on track to deliver its Vision and thereby remains a market leader in independent education.

The Post

This is an exciting opportunity to contribute to the outcomes of our GCSE and GCE students in beautiful and inspirational surroundings. The post is a part-time position and would suit a person with experience of working in a secondary school environment.

The purpose of this position is to conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Prior Park School Gibraltar School instructions.

Full induction and training will be given to the successful candidate.

JD reviewed December 2025

Professional Specification

	Essential	Desirable
Qualifications		• Minimum of 3 GCSE passes at Grade C or equivalent including literacy and numeracy
Experience	• Computer-literate	• Recent experience in a setting that requires excellent attention to detail and accuracy
Skills and competences	• Ability to relate well to both children and adults • Ability to work as part of a team • Excellent communications skills • Ability to follow and give clear instructions • Ability to be organised and plan-ahead • Ability to keep confidence • Calm under pressure	

Personal Specification

The ideal candidate will display the following attributes:

- Commitment to high standards and expectations
- Commitment to working within the School's Safeguarding Policy and Procedures
- Developing and maintaining good relationships with colleagues
- Excellent organisational skills
- Excellent communication skills
- Able to work constructively individually, and as part of a team A flexible approach to work
- Ability to work under pressure
- Accuracy and attention to details
- Ability to work on own initiative and problem-solve
- Ability to relate to candidates yet maintain an air of authority
- Effective oral and written skills
- Ability to work to predetermined instructions
- Ability to keep calm under pressure or during unexpected circumstances
- Ability to be firm but fair at all times

Desirable

- Successful experience of working within a secondary school

The Role

Some of the duties in this post involve:

Before Exams:

- To report to and be briefed by the Examinations Manager prior to each exam session
- To keep exam papers and materials secure before, during and after exams
- To ensure exam rooms are set out according to the instructions
- To admit candidates into exam rooms
- To identify, seat, and instruct candidates in the conduct of their exams
- To distribute the correct exam papers and materials to candidates
- To deal with candidate queries

During Exams:

- To supervise candidates at all times and be vigilant throughout exams
- To keep disruption in exam rooms to a minimum
- To deal with emergencies or irregularities effectively
- To record/report any disruption or irregularities
- To complete attendance registers
- To deal with candidate queries

After Exams:

- To collect exam scripts
- To dismiss candidates from the exam room
- To check candidates' names on scripts and match the details on the attendance register
- To securely return all exam scripts and exam materials to the Examinations Manager

Other:

- To attend training, refresher or review sessions as required
- To undertake, where required and where able, other duties requested by the exams officer, for example
- Supervision of clash candidates between exam sessions
- Facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
- Exams-related administrative tasks

Please note that this list is not exhaustive, and other additional, reasonable tasks falling within the capabilities of the post holder may be required, depending on the needs of Prior Park School.

Professional Responsibilities and Wider Contribution

You will:

- To actively promote school policies and procedures
- To be responsible for own continued professional development
- To comply with the school's Health & Safety policy and undertake risk assessments as appropriate

- To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment
- To adhere to the School's Safeguarding Policy.

Salary

The position is remunerated on an hourly basis, zero hours contract

Child Protection

All staff employed by Prior Park Educational Trust must committed to safeguarding and promoting the welfare of children and young people across our 3-18 Trust, both in and out

of our Schools. All staff are expected to adhere to and always ensure compliance with the Trust's Child Protection Policy Statement. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Data Protection

In the course of employment at Prior Park Educational Trust, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the School's interest. Information which may be included in the category covers both the general business of the school and information regarding specific individuals. A strict code of confidentiality must be always adhered to. The School is registered under the Data Protection Act 2018 and operates under policies that meet General Data Protection Regulations (GDPR). Staff must not at any time use the personal data held by the school or disclose such data to a third person.

Special Working Conditions

Prior Park Schools operates a policy under which smoking, including e-cigarettes or vaping, is not permitted anywhere onsite.

Schools are physically demanding environments and the Exam Invigilator can expect to be involved in activities which may require physical exertion, as and when required, always observing health and safety regulations and practices.