



RADLEY

Invigilator

Culture and Background

Radley College is an independent full-boarding school of 770 boys situated five miles south of Oxford. We are fortunate to enjoy a stunning rural setting inspired by the nearby city and university. The hallmark of Radley remains its warmth, generosity, and kindness, we work hard to create an environment where boys will be happy, grow in self-confidence, thrive academically, and make the most of the many opportunities we offer.

It is an extraordinarily busy and vibrant place: everyone is encouraged to be fully involved in a wide variety of activities outside the working day, with staff encouraged to see the plays and concerts put on by pupils. Further information about the school may be found on our website www.radley.org.uk.

Information and background

We are seeking part-time Examination Invigilators and Access Arrangement support staff to assist with examinations during all exam seasons, both public and internal.

Although flexible arrangements can be made to suit individual availability, we are looking for candidates who can commit to working throughout all our exam seasons.

In order to be successful in this role you will need to have excellent organisational skills, an ability to communicate effectively and have excellent interpersonal skills. Some invigilation will involve candidates using computers so good IT skills are essential. Overall, the Invigilator should be confident and have a reassuring presence in the room. This post involves regulated activity with children. The successful candidate will be responsible for the welfare of pupils during what can be a stressful time for them. As such you must be fully aware of all safeguarding policies and procedures and the application of those in this role.



Our Exams Office organises all examinations, both public and internal, ensuring all regulations of the various governing bodies are adhered to.

Exams seasons are throughout the year as follows:

University entrance exams - early November

School exams - end of November and end of June

A level and GCSE mock exams - early January, and late February to March

Language orals and Art exams - March and April

Public exams - May and June

Exam start and end times are within the hours of 08:30 to 12:30, 12:30 to 16:30 and 16:15 to 18:30.

Invigilators are required to arrive 45 minutes ahead of exams starting and to stay to complete all necessary tasks after the end of exams. Invigilators are paid for the hours worked within the session times.

Key Responsibilities

- Supervise examinations, working in accordance with all regulations, policies and procedures to maintain the integrity and security of the examination season.
- Safeguard the health, safety and welfare of all pupils in the examination room.
- Oversee the invigilation team during the exam.
- Read out the instructions to all candidates at the start of each exam.
- Ensure the register is complete and alert the Head of Examinations / Deputy Head of Examinations of any absentees.
- Ensure access arrangements are understood by the invigilation team.
- Organise the collection of all exam materials before any candidates are dismissed at the end of the exam.
- Work closely with those invigilating IT rooms to ensure all runs smoothly.

Personal Characteristics

- Good verbal and written communication skills.
- Excellent IT skills.
- Ability to work as part of a team.
- A good rapport with young people is essential.
- Be confident and have a reassuring presence in the exam room.

Previous experience in a similar role would be advantageous but not essential.





How to Apply

Candidates may, if they wish, have an informal chat with the Head of Examinations, please email hr@radley.org.uk to arrange this.

Applications must be submitted via our online application form. We encourage early application and reserve the right to appoint at any time.

Selection Process

If shortlisted, you will be invited for interview. Your interview will involve a brief session with our Human Resources department, to undertake a number of identity checks. A list of valid identity documents will be sent to you prior to your interview.

In the event of not being successful, please be assured that all copies of identification will be destroyed.

Staff Benefits

- Competitive salary
- Pension contributory group personal pension scheme.
- Death in service benefit (if a member of the pension scheme).
- Employee Assistance Programme.
- Free parking on site.

Safeguarding

Radley College is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment and be fully aware of, and understand, the duties and responsibilities that apply to their role. The safeguarding responsibilities of the post include monitoring the welfare of pupils in the examination room. There is a high level of contact with pupils in this role. All employees must attend appropriate training in accordance with College and local Safeguarding Board stipulations.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. The post is exempt from the Rehabilitation of Offenders Act 1974 and the school is therefore permitted to ask applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are spent unless they are protected under the DBS filtering rules) in order to assess their suitability to work with children. A disclosure, at the enhanced level, will be requested from the successful applicant but a criminal record will not necessarily be a bar to obtaining this position. S/he will also be required to produce original evidence of qualifications as well as evidence of the right to work in the UK.

