



# EXAMS INVIGILATORS

## *Join Us*

The Romsey School  
Greatbridge  
Romsey  
Hampshire  
SO51 8ZB

01794 512334  
[jobs@gatewaytrust.org](mailto:jobs@gatewaytrust.org)  
[www.romsey.hants.sch.uk](http://www.romsey.hants.sch.uk)

**#WEAREROMSEY**

# Key Information / Gateway Trust

We have 3 roles available.

## The Position

|                      |                                           |
|----------------------|-------------------------------------------|
| <b>Post Title:</b>   | <b>Exams Invigilators</b>                 |
| <b>Academy:</b>      | <b>The Romsey School</b>                  |
| <b>Pay Range:</b>    | <b>Hourly rate £13.11</b>                 |
| <b>Line Manager:</b> | <b>Exams Officer</b>                      |
| <b>Team:</b>         | <b>Exams Team</b>                         |
| <b>Year Group:</b>   | <b>KS3 / KS4</b>                          |
| <b>Start Date:</b>   | <b>ASAP subject to checks</b>             |
| <b>Closes:</b>       | <b>9am 24<sup>th</sup> September 2026</b> |
| <b>Interviews:</b>   | <b>TBC</b>                                |
| <b>School Visit</b>  | <b>Contact HR to arrange</b>              |

## HR Administrator - Applications & Procedure

|                |                        |
|----------------|------------------------|
| Hazel Hampton: | hr@theromseyschool.org |
|                | 01794 512334           |

Exam Invigilator



[www.gatewaymat.org](http://www.gatewaymat.org)

*'If you have the knowledge, let others light their candles in it' - Margaret Fuller.*

The Gateway Trust was established in 2019 and is a small multi academy trust consisting of two Secondary Schools, five Primary Schools and Gateway Central Services, including Little Sunlights nursery. It is a trust looking to grow and develop, focussed on making a difference to the unique communities that each school / setting serves.

As the trust grows and develops, opportunities to work across settings may become available. This particular post however is based at The Romsey School.

For your reassurance, whilst we enjoy the freedom of Academy status for our school settings, we tend not to deviate significantly from STPCD and Hampshire terms and conditions. We are always very happy to answer any further questions that you may have at any stage of your application to come and work with us.

The Gateway Trust is built on strong values, with a collaborative approach to positively impact young people and communities. While each of our schools maintains its unique identity, we work together to provide support, guidance, and leadership to ensure excellence

Gwennan Harrison-Jones  
CEO- Gateway Trust

# The Romsey School



Greatbridge, Romsey  
Hampshire  
SO51 8ZB  
Tel: 01794 512334  
Email: [jobs@gatewaytrust.org](mailto:jobs@gatewaytrust.org)



**11-16 Comprehensive School**

**Exam Invigilator  
Casual Role  
As and when required, Term Time only  
Rate of pay £13.11 per hour**

## Join Our Team of Exam Invigilators at The Romsey School

Are you looking for a flexible and rewarding role where you can make a real difference in students' lives?

The Romsey School is seeking enthusiastic, dependable, and professional Exam Invigilators to support our students during their examinations. This is a casual, term-time only position, with dates confirmed in advance.

### As an Exam Invigilator, you will:

- Supervise students during exams to ensure a calm and supportive environment
- Help uphold the integrity and smooth running of the examination process
- Receive full training – no prior experience is required
- Represent The Romsey School with professionalism and positivity
- Work collaboratively with our friendly and committed school community

At the heart of The Romsey School is our ethos of 'Compassionate Excellence' – we aspire, care, and include in everything we do. These values extend to our staff as much as our students, creating a welcoming and supportive workplace.

### Why join us?

- Be part of a dedicated and caring team
- Enjoy a positive school culture with outstanding student behaviour
- Gain valuable experience in a respected educational setting

If you are reliable, calm under pressure, and passionate about supporting young people, we would love to hear from you.

👉 **Apply now** via mynewterm - <https://mynewterm.com/jobs/137239/EDV-2026-RS-29610> to submit an application online, individual CV's will not be accepted.

Exam Invigilator

**CARE  
ASPIRE  
INCLUDE**

The Gateway Trust is an equal opportunity employer and is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and Disclosure and Barring Service.

**Closing Date** – 9am 24<sup>th</sup> September 2026

**Interview Date** – TBC

# Job Description – Exam Invigilator

**Responsible to:** Exams Officer

Within the examination venue External Invigilators work according to directions given by the Examinations Officer/Senior Invigilator

**External Invigilators are required to: -**

- Attend annual training as requested by the Examinations Officer as stated in the JCQ regulations for the conduct of examinations.
- Arrive at least 15 minutes before the start of the examinations that they are invigilating and to report to the Gym, Hall or South block as requested by the Examinations Officer.
- Fill in the Exams Log Sheet to show present in an examination room recording time in and time out.
- Collect mobile phones, watches and any other unauthorised device from candidates going into an examination, check that candidates have no paper in their pockets and check that any bottles of water carried into the exam room are in clear bottles with the labels removed.
- Assist in giving out and collecting question papers and other relevant materials before and after the examination as required by the Examinations Officer.
- Supervise candidates in the examination room and to report any incidents immediately to the Senior Invigilator so that these can be recorded on the Exams Log Sheet.
- In the event of witnessing a malpractice a statement will be required to be written.
- Declare to the Examinations Officer/Senior Invigilator if they are related to or are friends with any of the candidates who are sitting the examination which they are invigilating.
- You must have written and oral communication skills necessary to initiate and respond to queries from candidates, Senior Invigilator and Examinations Officer.

- If an External Invigilator cannot attend to invigilate for any reason he/she should let the Examinations Officer know as soon as possible. The School telephone number is 01794 512334.

### **Conduct of External Invigilators: -**

- Invigilators have a key role in upholding the integrity of the external examination process. You are required to wear smart/casual clothing to reflect the integrity of the school ethos in the importance of examinations.
- Invigilation should be active with a watchful eye being kept on candidates at all times, supervising candidates in a quiet and unobtrusive manner. Invigilators are required to move around the examination room quietly (soft footwear is essential) and at frequent intervals.
- If any questions are asked by candidates with reference to the question paper, Invigilators must offer no explanation or information which would be of help to the candidate in understanding or answering the question. If you are in any doubt whatsoever you must refer to the Senior Invigilator.
- External Invigilators should not give any instructions to candidates relating to the examination. This is the sole responsibility of the Senior Invigilator/Exams Officer.
- Do not stand over or behind any candidate for a prolonged period. If you suspect any malpractice, you must inform the Senior Invigilator immediately.
- External Invigilators must not remove any question papers, or answer papers, from the examination room, either during, or at the end of an examination. The Senior Invigilator will ensure that all spare question papers will be returned to the Examinations Officer after the examination.
- External Invigilators are there to invigilate – they must not read or do any other work in the examination room whilst invigilating.

### **Candidates with concessions**

- Invigilators may be required to work with small groups of candidates using a word processor or computer reader, or on a one-to-one basis as a scribe. Any necessary training will be given.

Individuals have a responsibility to promote and safeguard the welfare of children and young person's that they are responsible for, or come into contact with.

# THE ROMSEY SCHOOL SENIOR TEAM

## WHY WORK WITH US?

As you will learn, our overarching vision is that we deliver “Compassionate Excellence” for all our students through the values of “Aspire, Care & Include”. We aim to ensure that our youngsters leave our school confident, inspired and fulfilled, ready to rise to the challenges of their future.

We hope that after reading this pack you will be excited about applying to become part of the continuing success that is The Romsey School. We are a great team, looking for likeminded people to join us. If you would welcome an initial discussion about this role and/or a tour of the school, please contact HR via [jobs@gatewaytrust.org](mailto:jobs@gatewaytrust.org)



### **Chris Cove (Interim Headteacher)**

The Romsey School is a place that lives its Values; Aspire, Care & Include. The staff are incredibly supportive and strive to ensure that students are successful in all aspects of school life. They do this through creating a safe and engaging environment for students to learn whilst ensuring they develop both academically and personally both in and out of the classroom. The Senior Leadership Team are excellent at nurturing staff whilst driving the school forward with an aspiration to create a world class education for our students. I look forward to meeting you and welcoming you to The Romsey School

in the near future.

### **Chris Stephens (Deputy Headteacher)**

Working at Romsey is incredibly rewarding because the school truly embodies a ‘High Challenge, Low Threat’ ethos, creating an environment where both staff and students can thrive. Our students are a joy to work with, they are enthusiastic, approachable, and eager to learn, which makes every day fulfilling. I also greatly value the strong culture of professional development here; the support I’ve received has enabled me to grow in my career and take on exciting new opportunities.



### **Alison Clarke (Interim Deputy Headteacher)**

I love the shared excitement at Romsey, finding out what works, what makes students and staff motivated to achieve, and most importantly to be happy. Romsey is an inclusive school where teachers and support staff of all career stages are excited about the learning and outcomes in the classroom and beyond. We enjoy working in our school because members of the community are valued and nurtured, feeling a sense of belonging where they can work and grow in an inclusive and supportive environment.

### **David Fawcett (Assistant Headteacher – Teaching & Learning)**

Having worked in a number of schools around Hampshire, The Romsey School is a place where both student learning and staff development are front and centre of its drive towards being exceptional. The spirit around the campus is infectious with both students and adults hungry to learn and improve. The school has such a community feel. It is a place where students shine, and staff meticulously develop their craft, working in synergy to be the best they possibly can be. The Romsey School is special and unique, full of opportunities, full of talent, and a place where working with our strong leadership team can help move our school beyond what can be imagined.



### **Donna Page (Assistant Headteacher - SEND, Diversity & Inclusion)**

If you are looking for a supportive team, amazing children and a lovely location - Romsey is the place for you. When I researched job opportunities and then interviewed, I was so excited by the vision of 'Aspire, Care, Include' and I still am. It's not just 'lip-service' of a vision, it is what we do, what we believe and how we run our school.

**Adam Bettiss (Assistant Headteacher - Behaviour, and Safeguarding)**

Romsey is a school that is genuinely at the heart of the community it serves and not just in the physical sense. We Aspire, Care and Include in equal measure and the care shown by the student support team for our entire community (parents, pupils and staff) is second to none. It is this unrelenting desire by all staff to support each and every pupil to reach and exceed their potential that gets me through my lengthy commute each day.



**Nick Chafer (Senior Leader)**

I've been here for 27 years and the main reason why I love it so much? The people and the community. Working here is a joy and allows you to develop a whole spectrum of skills to really make a difference. As a school we have continually evolved, and we are all pushed to constantly ask ourselves if we could be doing things better. The Senior Leadership Team at Romsey is a creative and supportive one. We have a strong focus on empowering all colleagues to develop and evolve teaching and learning and we believe in improving, not proving. As a group we have challenging and also creative conversations, along with lots of laughs.



**Simon Lawrenson – (Assistant Headteacher-Attendance and Assessment)**

Having been part of The Romsey School community for the past nine years, I remain incredibly proud to work in a school where people genuinely want each other to succeed. As a music teacher and senior leader, I see first-hand the power of education to build confidence, creativity and a sense of belonging. I particularly value the balance of ambition and compassion that defines our school, creating a culture where staff and students feel supported, valued and empowered to thrive.



*N.B. The current senior team's roles and responsibilities are available on request.*

## EXTRA APPLICATION INFORMATION

### **Safer Recruitment**

Gateway Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring checks along with other relevant employment checks.

### **Data Protection Data Protection Act 1998.**

You should be aware that the information you have provided will be stored on Gateway Trust/The Romsey School secure database and will only be used to process your application. It will not be passed to any other organisation.

### **Privacy Notice**

The School collects information about you in order to provide you with recruitment and employment services. We will use the information for the recruitment and selection process and, if successful, to activate employment with the School.

The legal basis for processing your personal data is that it is necessary for the performance of the employment contract or in order to take steps before entering into a contract and is necessary for the school to comply with a legal obligation.

The legal basis for processing special category data is that processing is necessary for the purposes of carrying out the rights and obligations in the field of employment, that it is necessary for the reasons of substantial public interest and that it is necessary for the purposes of the assessment of the working capacity of the employee.

You have some legal rights in respect of the personal information we collect from you. Please see the Schools website for further details on their privacy notice and data protection policy.

You can contact the Schools Data Protection Officer if you have a concern about the way they collect or use your data.

### **Receipt of Application**

Applications are acknowledged (by email whenever possible) within three working days of receipt. If you do not receive an acknowledgement within this time, please contact the HR Department on [jobs@gatewaytrust.org](mailto:jobs@gatewaytrust.org)

### **Selection Procedure**

The shortlist will be drawn up soon after the deadline. Further details will be sent to those candidates called for interview. Failure to send your application form to the above address may invalidate your application.

### **Equality Monitoring**

All applicants are requested to complete a Confidential Equality monitoring form.

# The Romsey Charter

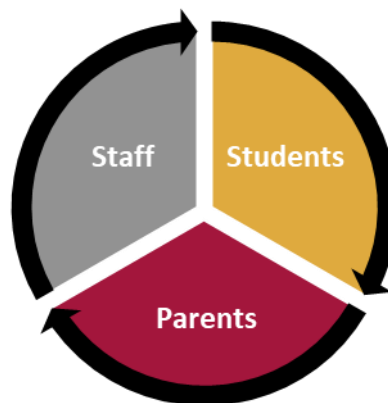
Our lived experience of '**Compassionate Excellence**' means that we **aspire**, **care**, and **include**. These values result in young people who are **inspired**, **confident**, and **fulfilled**. Students leave our school ready to rise to the challenges of their future.

## All members of our community have the RIGHT:

- To feel and be safe in their working environment
- To be treated fairly, with respect and without prejudice
- To have a voice, to be listened to and to be included
- To deliver and receive a high quality education
- To be encouraged to explore, develop and flourish
- To be able to make mistakes and to have the chance to learn from them
- To be able to ask for, receive and offer support

## All members of our community have the RESPONSIBILITY:

- To deliver our curriculum intentions for all learners
- To support students & guide them on how to improve
- To monitor pupils' wellbeing and to raise concerns
- To model standards and professionalism at all times
- To communicate respectfully with other staff, pupils & parents



- To meet the expectations for all Romsey Students
- To take care of our environment (local & global)
- To be honest and take responsibility for our actions
- To seek help and support from others as needed
- To communicate respectfully with other pupils, staff & parents

- To support their child in their learning, and the school in maintaining high standards
- To support and trust in the decisions made by the school staff
- To provide boundaries, model and encourage good behaviour
- To support their child in meeting the expectations for all Romsey Students
- To communicate respectfully with other parents, pupils & staff