



**RADLEY**

Appointment of  
**Exam Invigilators**



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.

### **Radley College Culture and Background**

Radley College is an independent boarding school of 760 boys situated five miles south of Oxford. Founded in 1847, the vision was to offer a different education from that offered by most Victorian public schools. A strong emphasis was to be put on the aesthetic and the beauty of the estate and the buildings contribute significantly to the atmosphere. Selective, but not ruthlessly so, the College is proud of its academic achievements both in and beyond the classroom. We care about results in all areas of college life – we believe very much in the pursuit of excellence and have high expectations of ourselves and the boys – but care even more about the development of the character of each Radleian: culturally, emotionally and spiritually.

The hallmark of Radley remains its warmth, generosity and kindness. 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.



### **Exam Information and background**

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.

### **Role responsibilities**

Examination invigilators are required to undergo yearly and in-person training to meet the requirements set out by JCQ (Joint Council for Qualifications) before they are able to invigilate.

Exams take place in various venues within school as follows:

Large venue - most candidates will take their exams there.

Computer rooms – used for candidates who type their exams and for language listening exams

Small rooms - used for candidates with specific access arrangements.

Examination Invigilators will conduct exams in accordance with regulations, policies and procedures of the relevant awarding body to maintain the integrity and security of examination sessions. They will safeguard the health, safety and welfare of pupils sitting examinations.

Part of the invigilator role is to support candidates with additional needs known as access arrangements. All invigilators will be expected to undertake specific training in relation to access arrangements. This then allows them to work with confidence in smaller rooms set up for candidates with specific needs.

### **Person specification**

Good verbal and written communication skills.

Excellent IT skills as some invigilation will involve candidates using computers.

A good rapport with young people is essential.

Confident, and have a calm and reassuring presence in the exam room.

Reliable, flexible and readily available during main exam periods.

Confirm availability in advance of exam periods.

Ability to work as one of a team

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

### **How to apply**

Applications must be submitted on the official application form and sent, together with a covering letter explaining your reasons for applying, to HR Department, Radley College, Abingdon, Oxon OX14 2HR or by email to [applications@radley.org.uk](mailto:applications@radley.org.uk).

Application forms are available to download from our website here <https://www.radley.org.uk/about-radley/employment/operational-vacancies> or can be emailed or posted upon request. Please call HR on 01235 548518 with your name and address.

Applications will be considered on receipt.

If you would like to have an informal chat about the post, and to ask any questions, please contact Head of Exams, Jo Bailey: [jab.bailey@radley.org.uk](mailto:jab.bailey@radley.org.uk).

### **Selection Process**

If shortlisted, you will be invited for interview with our Head of Exams. Your interview will involve a brief session with our Human Resources department, in order 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.

The successful candidate will also be required to produce original evidence of relevant qualifications as well as evidence of the right to work in the UK.

### **Remuneration and Benefits**

Casual contract

Hourly rate £12.07 inclusive of a pro-rata holiday entitlement (paid for hours worked within session times)

Pension – contributory group personal pension scheme

Death in service benefit (if a member of the pension scheme)

Employee Assistance Programme – offering free and confidential advice 24/7

Free lunch during term time (if working morning and afternoon sessions in same day, lunch break unpaid)

Free parking on site

### **Safeguarding**

Radley College is committed to safeguarding and promoting the welfare of its pupils and expects all employees to share this commitment. Employees must, at all times, have regard to the need to safeguard and promote the welfare of children in line with the provisions of the Children Act 2004 (as amended) and Keeping Children Safe in Education (as amended) and be fully aware of, and understand, the duties and responsibilities that apply to their role in relation to these requirements. 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. 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.