

Gateways School  
Harewood  
Leeds  
West Yorkshire  
LS17 9LE

A photograph of a teacher and a student working together at a desk in a classroom. The teacher, a woman with long brown hair, is leaning over the desk, looking at a book or paper. The student, a young girl with red hair and freckles, is smiling and looking at the same book. They are both wearing lanyards with 'GATEWAYS' written on them. The background shows a classroom with a blue wall and a window.

# A career at Gateways School



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SCHOOL

# About Gateways School

Gateways is an independent day school for boys and girls aged 2 to 18. Situated on a 16 acre site in the rural village of Harewood, Gateways is conveniently located on the main artery between Leeds and Harrogate. Gateways is a small school, which allows staff to know their pupils, recognise their strengths and weaknesses and therefore provide a personal education getting the best out of each and every child who come through the gates.

## Aims and Ethos

Gateways is a forward-thinking school built on traditional values.

Our ethos is rooted in three core values which apply to all of our stakeholders, that of **Growth, Wellbeing & Success**.

At Gateways we:

- Grow our knowledge, skills and confidence, supporting others to do the same;
- Build our resilience and self-awareness in a kind and inclusive environment;
- Achieve our full potential in preparation for the next challenge.



**Growth** ♦ **Wellbeing** ♦ **Success**



# Exam Invigilator

## Introduction

We are looking to recruit enthusiastic and energetic Exam Invigilator to join our team.

The Exams Invigilator will report to the Deputy Head and the Examinations Officer and provide support for the administering and running of invigilated in-person examinations.

They will support the Examinations Officer with the day-to-day operation and supervision of examination venues to ensure that guidelines and regulations for the integrity and security of the examination papers and procedure are followed during examination sessions.

The successful candidate will be required to attend mandatory training which may take place before the 5<sup>th</sup> May 2025.

## Key Conditions

- ❖ Must be available between the 5<sup>th</sup> May 2025 and the 25<sup>th</sup> June 2025.
- ❖ Working hours will vary each day based on the GCSE and A-Level examination timetable, however the successful candidate will need to be available between 08:00 – 17:00 Monday – Friday during term time.
- ❖ Hourly rate of £12.50 per hour.
- ❖ Fixed term contract.



## Staff benefits\* include

- ❖ CPD packages.
- ❖ Free lunch during term time.
- ❖ Access to a staff wellbeing room and an employee assistance programme.



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# Job Description

## Key responsibilities

- Checking of exam papers to ensure all required papers are present.
- Assisting with setting up exam venues by laying out stationery, equipment and examination papers in accordance with the outlined procedures.
- Assisting with the setup and running of computer-based exams, including logging into exam computer accounts.
- Assisting candidates prior to the start of exam by directing them to their seats and advising them about possessions permitted in exam venues.
- To be aware of any needs that candidates may have during an examination.
- Making announcements to students informing them of the rules within the exam venue and how to complete their answer sheet/booklet.
- Ensuring that candidates adhere to the rules within the exam venue as laid out in the examination guidelines.
- To maintain security and confidentiality.
- Invigilating during exams, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures.
- Checking attendance during examinations.
- Supervising candidates whilst outside the examination venue as and when required (toilet breaks, rest breaks lunch breaks, etc).
- Collecting and collating exam scripts at the end of the examination in accordance with strict procedures.
- Assisting with the preparation of script marking envelopes.
- Supervising candidates leaving the exam venues ensuring equipment or stationery is not removed and candidates leave in an orderly and quiet manner.
- Carry out any other duties as required by the Examinations Officer and the Deputy Head.

## General responsibilities including personal and professional conduct

- Be responsible for safeguarding and promoting the welfare of children.
- Follow all School policies and procedures.
- Attend meetings, staff briefings and CPD sessions.
- Attend all training and development days.
- Demonstrate a commitment to continuous development, identify opportunities for professional development and undertake training opportunities where appropriate.
- Maintain confidentiality inside and outside the School, following all GDPR and Data Protection legislation.
- Manage and prioritise your own workload in line with the requirements of the department and School.
- Establish effective working relationships with professional colleagues.
- Be a role model for students through personal presentation and professional conduct.
- Present a positive personal image, contributing to a welcoming School environment.
- Contribute to the ethos of the School, ensuring the School's values are displayed.
- Carry out any other duties required by the Head.

***Please note, this job description is not a definitive list of the responsibilities of the role. Responsibilities will be varied to meet the changing demands of the department and the School. Job descriptions are reviewed as part of the appraisal process.***



# Person Specification

## Qualifications

- (E) A\* - C English and Maths GCSE (or equivalent/above).
- (E) Good general standard of education.
- (E) Good literacy and numeracy skills.

## Experience

- (E) In a similar role.

## Specialist Knowledge

- (E) Basic understanding of exam rules and procedures
- (D) Knowledge of exam board rules and regulations
- (D) An understanding of examination processes and JCQ regulations
- (D) Experience of working in a school setting
- (D) Experience of invigilating examinations/tests both written and computer-based

## Skills

- (E) Excellent listening, communication and interpersonal skills.
- (E) Accuracy and attention to detail.
- (E) Ability to work calm and under pressure.
- (E) Good observational skills.
- (E) Excellent problem-solving and quick decision-making skills.
- ((E) The ability to communicate effectively with pupils, parents and colleagues.

## Personal Qualities

- (E) Be flexible, reliable and punctual.
- (E) Ability to work alone or as a member of a team as appropriate.
- (E) Emotional resilience when working with challenging behaviours and appropriate attitude to the use of authority to maintain discipline.
- (E) Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- (E) The flexibility to respond to the challenge of change.

## Safeguarding

- (E) Understanding of the importance of safeguarding and child protection.
- (E) Ability to maintain appropriate relationships and personal boundaries with children and young people.

## Key

- (E) – Essential
- (D) – Desirable

Methods of assessment include certificates, professional references, application form, interviews, observations and in tray tasks.



# Further information



## How to Apply

[Click here](#) to visit our website and download an application form.

Please send your completed application form and a cover letter outlining your suitability for the role to [jobs@gatewaysschool.co.uk](mailto:jobs@gatewaysschool.co.uk)

**Application Deadline:** Wednesday 26<sup>th</sup> March 2025 at 9am.

*Please note, applications will be reviewed as received. If a suitable candidate is presented prior to the 26<sup>th</sup> March, applications will be closed early, therefore early submission is recommended.*

## Enquiries

Please contact Rhiannon Morris, PA to the Head

**E-mail:** [jobs@gatewaysschool.co.uk](mailto:jobs@gatewaysschool.co.uk)

**Tel:** 0113 824 2770

***Gateways School is committed to safeguarding and promoting the welfare of its students and expect all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS with barred list check as well as a prohibition list check (where applicable).***



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