



Thornleigh
Salesian College



THORNLEIGH SALESIAN COLLEGE
JOB VACANCY PACK

Exam Invigilator

Sharples Park, Bolton BL1 6PQ
Tel: 01204 301 351
contact@thornleigh.bolton.sch.uk
www.thornleigh.bolton.sch.uk



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MISSION STATEMENT

THORNLEIGH SALESIAN COLLEGE IS A COMMUNITY ROOTED IN FAITH IN JESUS, WHERE ALL ARE VALUED, LOVED AND CHERISHED SO THEY CAN ASPIRE FOR ACADEMIC EXCELLENCE IN AN ATMOSPHERE OF COMPASSION AND FORGIVENESS WHICH SEEKS TO REACH OUT IN SERVICE AND GRATITUDE.



Thornleigh Salesian College

Home

School

Church

Playground

THANK YOU FOR YOUR INTEREST IN JOINING THORNLEIGH SALESIAN COLLEGE.

This is an exciting opportunity to become part of our thriving and successful 11-18 Roman Catholic School.

Guided by the Salesian ethos of Don Bosco, we are a community that values every individual, fostering an environment of kindness, respect and ambition. Our shared mission is to inspire and support every young person to achieve their full potential.

As a highly regarded and oversubscribed school in both the local community and the Diocese of Salford, we are proud to deliver excellence in all that we do. Ofsted has praised our school as a place where students feel safe, supported and inspired. They highlighted that:

“Pupils and students in the Sixth Form benefit from high quality pastoral care. They enjoy positive relationships with staff. The school is a calm place. Pupils work purposefully. Behaviour is well managed by staff.”

Relationships are at the heart of everything we do at Thornleigh. Students and staff alike benefit from a strong sense of community and shared purpose.

Our students frequently tell us that ‘the best thing about their school is their teachers’ and we are committed to ensuring that staff feel equally valued and supported.

We believe in investing in our staff. From excellent professional development opportunities to a strong focus on staff well-being, we are dedicated to helping you thrive in your career. At Thornleigh Salesian College, you will find a supportive, ambitious and caring environment where you can make a real difference to the lives of young people.

If you are passionate about education, driven to make a difference and excited by the opportunity to join a school with a clear mission and strong sense of community, we would love to hear from you.

Please don't hesitate to get in touch if you have any questions or would like to discuss this opportunity further.

We look forward to welcoming you to our school.

Mike Fitzsimons
Headteacher



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PUPILS CLEARLY
DISPLAY THE
SALESIAN VALUES.

OFSTED 2024



Job Vacancy

Exam Invigilator

Grade B SCP4 - £13.48 per hour

Temporary Contract

Casual Hours

We wish to increase our team of Casual Exam Invigilators who support the school with the supervision of students during examinations.

Duties include distributing and collecting examination papers, monitoring pupils within the main examination hall or on a one-to-one basis.

This is a flexible role with varying hours of work and you will be expected to be available during the examination periods. The main periods for exams are October, January, May and June, although there may be occasions when examinations take place outside of these times.

Candidates must be able to work independently using their own initiative as well as part of a team and have excellent organisational and time management skills.

Effective communication skills and an awareness of Health and Safety issues are essential.

Interview Date: To Be Confirmed

Application packs can be downloaded from the school website www.thornleigh.bolton.sch.uk

Please send completed application forms to HR@thornleigh.bolton.sch.uk

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to complete an enhanced DBS check.

We ask that you accept, in the interests of economy, if you have not heard from us within 3 weeks of the closing date, that you have been unsuccessful on this occasion.

In accordance with Keeping Children Safe in Education 2026 an online search will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the interview process.

Job Description

Every member of staff at Thornleigh Salesian College is expected to endeavour to maintain and develop the Catholic and Salesian character of the school, and to support and promote the aims and mission of the school in and through the exercise of all contractual duties and any voluntary activities.

Department	Thornleigh Salesian College
Job title	CASUAL EXAM INVIGILATOR
Grade	(Grade B SCP4 - £13.48 per hour

Experience

- Experience is not required, as full training will be provided. Applicants will be asked to declare if they have invigilated previously and whether they have any current malpractice sanctions applied to them.

An ideal candidate will

- Be flexible
- Have effective communication skills
- Be confident and a reassuring presence to candidates in exam rooms

Main duties

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Thornleigh Salesian College instructions
- To play a key role in upholding the integrity of the examination/assessment process

Before exams

- To report to and be briefed by the exams officer prior to each exam session
- To keep confidential 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
- To start exams

During exams

- To supervise and observe 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 incidents, disruption or irregularities
- To complete attendance registers
- To deal with candidate questions according to the regulations

After Exams

- To instruct candidates in finishing their exams and to collect exam scripts and exam materials
- To dismiss candidates from the exam room
- To check candidates' names on scripts, match the details on the attendance register
- To securely return all exam scripts and exam materials to the exams officer

Other

- To attend training, update or review sessions as required
- To undertake, where required and where able, other duties requested by the exams officer,

For example

- Supervision of exam timetable clash candidates between exam sessions
- Facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
- Other exams-related administrative tasks

Person Specification

Qualifications and Training	Essential (E) / Desirable (D)
▪ A good level of general education ▪ Good Literacy and numeracy skills	E E

Experience

Desirable ▪ Previous Exam Invigilator Experience ▪ Experience of working within an education setting	D D
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Skills and Abilities

▪ High expectations of all students; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements	E
▪ Ability to build and maintain successful relationships with students, treat them consistently, with respect and consideration and demonstrate concern for their development as learners	E
▪ Demonstrate and promote the positive values, attitudes and behaviour they expect from the students with whom they work	E
▪ Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice	E
▪ Ability to handle confidential issues sensitively and appropriately	E
▪ To be an effective member of the Examination Invigilation Team	E
▪ Excellent time keeping and attendance	E
▪ Calmness under pressure	E