



# **RISEDALE**

## **SCHOOL**

A family of learners

# **RECRUITMENT PACK**

September 2025

Dear Candidate,

## **SUBJECT: Recruitment Pack – Exam Invigilator / Reader**

Thank you for your interest in the post of Exam Invigilator at Risedale School. I hope you find the information you require within this Recruitment Pack.

Risedale is a fairly small community school with a fantastic, tight-knit staff, a wonderful group of young people and a clear but determined agenda to make sure that every pupil is looked after, nurtured, challenged and ultimately leaves ready for a positive future. We are at an exciting point in our journey; the school has entered a phase of change with improvements in progress and the opportunity for everyone to make a difference. We are absolutely committed to no young person being left behind and passionate about ensuring that the quality of education (including enrichment) is excellent. We want pupils to leave us as kind people with high levels of cultural capital. We are also proud of our connections with the military and seek to capitalise on this and our community partnerships.



If you decide to apply, please do so using the Risedale Job Application Form utilising the 'Supporting Evidence and Further Information' sections to detail how your knowledge, skills and experience meet the requirements for this post, what you can bring to this post and why you wish to work at Risedale. Please do not send a CV or apply through a recruitment agency.

Return your application either via email to [jobs@risedale.org.uk](mailto:jobs@risedale.org.uk) or alternatively post your application to Mrs L Greenwood, Headteacher, Risedale School, Hipswell, Catterick Garrison, DL9 4BD. Please ensure your application arrives no later than 23:59 Sunday 12th October 2025. Please mark your envelope 'Exam Invigilator' in the top left-hand corner.

I hope you will accept my thanks in advance for your interest in the post, and excuse my discourtesy in responding only if you are shortlisted for an interview.

I look forward to hearing from you.

Yours sincerely



**Mrs L Greenwood**  
Headteacher

## JOB INFORMATION

<b>JOB TITLE</b>	<b>Exam Invigilator</b>
<b>SALARY / GRADE</b>	Pay Grade CD Point 6 £13.05 per hour (plus rolled-up holiday pay)
<b>CONTRACT TYPE / TERM</b>	Relief contract / Hourly claiming basis
<b>JOB TO START</b>	As soon as possible
<b>CLOSING DATE</b>	23:59 Sunday 12th October 2025

Risedale is looking for highly motivated and enthusiastic individuals to fulfil the important role of Exam Invigilator. This role requires supporting our pupils during examinations throughout the school year, particularly in December, March, May and June. Duties include supervising pupils taking examinations, supporting pupils with access arrangements, preparing exam rooms, distributing and collecting exam papers. You should be organised, vigilant and reliable, have good attention to detail and excellent communication skills. We are a friendly team and full training will be provided.

Successful applicants would be expected to work in the region of 90-200 hours per year paid monthly on an hourly claiming basis, with scope for additional hours.

We are particularly interested in flexible applicants who are available any day of the week (Monday – Friday) who have no holiday commitments towards the end of January - mid February, March, May and June, other than half-term week, and who are prepared to travel to the school for ad hoc examination sessions.

Further details are available from Annalie Whitfield, Examinations and Data Manager, Risedale School, Hipswell, Catterick Garrison, North Yorkshire. DL9 4BD. Tel: 01748 833501. E-mail: [whitfield.a@risedale.org.uk](mailto:whitfield.a@risedale.org.uk)

Completed application forms should be emailed to [jobs@risedale.org.uk](mailto:jobs@risedale.org.uk) or alternatively can be posted to Mrs L Greenwood, Headteacher, Risedale School, Hipswell, Catterick Garrison, North Yorkshire DL9 4BD.

**PLEASE NOTE:** The school will not accept referrals or CVs from supply or employment agencies for this post.

**Closing date:** 23:59 Sunday 12th October 2025

**Interview date:** w/c Monday 20th October 2025

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful applicant will therefore be required to complete an enhanced Criminal Records Disclosure. We encourage applications from all sectors of the community.

## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Exam Invigilator</b>
<b>GRADE:</b>	Pay Grade CD Point 6
<b>CONTRACT TYPE / TERM:</b>	Relief contract / Hourly claiming basis
<b>RESPONSIBLE TO:</b>	Examinations Officer

<b>JOB PURPOSE:</b>	To ensure the fair and proper conduct of examinations/tests according to the schools' and examination boards' rules, in an environment that enables pupils to perform at their best.
<b>JOB CONTEXT:</b>	<p>All schools are required to run examinations and tests in accordance with JCQ and examination board rules and regulations and this role contributes to ensuring that pupils are aware of and comply with these rules, dealing with issues as they arise.</p> <p>DBS clearance required.</p>
<b>ACCOUNTABILITIES / MAIN RESPONSIBILITIES:</b>	
<b>Operational Issues</b>	<ul style="list-style-type: none"> <li>• Supervise the candidates' entry into the examination venue</li> <li>• Ensure correct identification of all candidates</li> <li>• Invigilate the examination/assessment</li> <li>• Respond to pupil requests during the examination</li> <li>• Ensure no unauthorised material is consulted</li> <li>• Escort candidates from the location during the examination, such as toilet breaks</li> <li>• Deal with issues as they arise, e.g. candidates arriving late, illness of a candidate, malpractice, health &amp; safety emergencies</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>• Communicate examination procedures and conditions to pupils clearly and oversee behaviour</li> <li>• Apply discipline procedures where appropriate if candidates are not obeying the examination procedures/conditions</li> <li>• Notify candidates of the start and finish times of the examination</li> </ul>
<b>Resource management</b>	<ul style="list-style-type: none"> <li>• Assist in the setting up of the examination venue, laying out of equipment and papers in accordance with procedures</li> <li>• Distribute additional paper and equipment as required</li> <li>• Collect examination papers from the candidates at the end of the examination</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate</li> </ul>
<b>Systems and Information</b>	<ul style="list-style-type: none"> <li>• Ensure the candidate's attendance and absence records are completed accurately</li> </ul>



<b>Planning and Organising</b>	<ul style="list-style-type: none"><li>• Ensure the accurate timing of the examination</li></ul>
<b>Data Protection</b>	<ul style="list-style-type: none"><li>• To comply with the Council's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.</li></ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"><li>• Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.</li><li>• To work with colleagues and others to maintain health, safety and welfare within the working environment.</li></ul>
<b>Equalities</b>	<ul style="list-style-type: none"><li>• We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.</li><li>• Within own area of responsibility work in accordance with the aims of the Equality Policy Statement</li></ul>
<b>Flexibility</b>	<ul style="list-style-type: none"><li>• North Yorkshire Council provides front-line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with Council Policies and Procedures.</li></ul>
<b>Customer Service</b>	<ul style="list-style-type: none"><li>• The Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.</li><li>• The Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.</li></ul>
<b>Date of Issue:</b>	<b>March 2025</b>



## PERSON SPECIFICATION

ESSENTIAL UPON APPOINTMENT	DESIRABLE ON APPOINTMENT
<b>QUALIFICATIONS</b> <ul style="list-style-type: none"> <li>• Good general standard of education</li> <li>• Good literacy and numeracy skills</li> </ul>	
<b>EXPERIENCE / KNOWLEDGE / UNDERSTANDING</b> <ul style="list-style-type: none"> <li>• Basic understanding of exam rules and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of examination board rules and regulations</li> <li>• An understanding of examination processes</li> <li>• Knowledge of school behavioural policies</li> <li>• Experience of working in a school setting</li> <li>• Experience of invigilating examinations/tests</li> </ul>
<b>SKILLS</b> <ul style="list-style-type: none"> <li>• Good interpersonal and communication skills</li> <li>• Accuracy and attention to detail</li> <li>• Flexible</li> <li>• Reliable and punctual</li> <li>• Ability to work calmly under pressure</li> <li>• Ability to make decisions quickly</li> <li>• Observational skills</li> </ul>	

You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill-specific areas throughout the selection process.

## Our Mission Statement:

The Risedale family is committed to a positive future for all through a personalised learning journey.

## Our Aims:

- Celebrate success, learn from mistakes
- Build resilience, accept challenge and strive for excellence
- Shape the curriculum to discover, explore and build aspiration



## About Us: Risedale School

Risedale School is a coeducational community secondary school welcoming pupils aged 11 to 16. It enjoys an enviable and growing reputation in its local community. Links with the Armed Forces are strong. The school has one of the largest proportions of Service Children of any secondary school in the UK and this military connection is an essential part of the school's distinctive character.

We are '**The Risedale Family**' and together we are '**A family of learners**'.



## OUR LOCAL AREA: Catterick Garrison

Risedale School is located within the pretty village of Hipswell at the heart of Catterick Garrison, close to the historic market town of Richmond. It is set within a beautiful part of North Yorkshire, close to both Swaledale and Wensleydale. Catterick is a thriving and advancing location offering a choice of affordable and desirable housing opportunities prompted by the planned expansion to the Garrison over the forthcoming years. Princes Gate Retail Park offers all major amenities including supermarkets, cafes, shops, a leisure centre and a library. Risedale is just a 5-minute drive from the A1(M) providing easy access to Teesside, York and the Leeds conurbation. Major centres like Darlington are within easy reach for commuters, shoppers or leisure seekers, at around a 30-minute drive along the A1(M).



# CHILD PROTECTION

## INFORMATION / INSTRUCTIONS FOR APPLICANT

We are committed to safeguarding and promoting the welfare of Children and Young People and ensuring that employees are suitable persons to work with them. All applicants are requested to provide, in their application, explanations for any gaps in study and/or employment history. Applicants should include in the Previous Employment section of their application form, details of any other unpaid work/experience, for example, voluntary work.



Applicants are advised that references will be requested prior to interview where consent has been given. References should be from “suitable” referees, that is, the current or most recent employer and, where this did not involve work with children and young people, the most recent employer where the work was with children or young people. Where we consider that additional references are required, we reserve the right to request details of alternative referee(s) from the candidate.

Interviewees are required to bring to interview original documents relating to identity and qualifications.

This school will only ask an individual to provide details of convictions and cautions that it is legally entitled to know about. Where a DBS certificate can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 as amended, and where appropriate Policy Act Regulations as amended) this school can only ask an individual about convictions and cautions that are not protected.

As part of a robust safer recruitment process, the school will carry out online searches on shortlisted applicants to identify any safeguarding or suitability issues that can be explored at interview.

At interview, or in a separate discussion, this school ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

On induction, all staff will be provided with Child Protection training, appropriate to the role, including information regarding the North Yorkshire Safeguarding Children Partnership, Local Authority and School Child Protection and Safeguarding policies and practice guidance and information on expected probation, safe working practice, standards of conduct and behaviour and disciplinary, capability and whistle-blowing procedures. The [Child Protection Policy](http://risedale.org.uk/information/policies) can be found on our website at [risedale.org.uk/information/policies](http://risedale.org.uk/information/policies).