

ST GABRIEL'S

NEWBURY



CANDIDATE INFORMATION PACK

EXAM INVIGILATOR

The Position

EXAM INVIGILATOR

Contract Type: Casual

Hourly Rate: £12.84 plus holiday pay

Hours: By negotiation during key exam periods: first two weeks of the Spring Term (January), mid April to end of June, and during Entrance Exams in November

Reporting to: Exams Officer

Location: St Gabriel's School, Newbury, RG20 9BD

ABOUT THE ROLE

We are seeking reliable, calm and professional Exam Invigilators to join our team on a casual basis. As an Invigilator at St Gabriel's, you will help ensure exams run smoothly, fairly and in line with JCQ regulations.

This role is ideal for someone who is flexible, attentive and takes pride in maintaining high standards. You do not need previous experience, full training and ongoing support will be provided.

MAIN DUTIES AND RESPONSIBILITIES

- Prepare exam rooms, materials and seating plans before each exam.
- Admit, register and brief candidates under formal exam conditions.
- Distribute papers and supervise candidates throughout the exam, maintaining vigilance and minimising disruption.
- Manage access arrangements and handle candidate queries in line with regulations.
- Record incidents, complete required documentation and respond appropriately to any issues.
- Collect and check exam scripts, dismiss candidates safely and tidy the exam room.
- Return all materials securely to the Exams Officer and take part in debriefs.
- Attend mandatory training and support with additional tasks such as acting as a reader, scribe or supervising clash candidates (training provided).

WE ARE LOOKING FOR INDIVIDUALS WHO:

- Are reliable, punctual and flexible during exam periods.
- Have strong communication and interpersonal skills.
- Work well as part of a team.
- Are confident and able to remain calm under pressure.
- Can manage groups of pupils and give clear instructions.
- Have basic IT skills (email, mobile communication).
- Are committed to maintaining confidentiality and following regulations.
- Are willing to develop a strong understanding of JCQ requirements.



How to apply

Please complete the School's [Application Form](#) and send this to HR@stgabriels.co.uk.

Closing Date: 9am on Monday, 26 October 2026.

Applications will be reviewed as they are received and interviews may be arranged before the closing date, so early application is encouraged.

St Gabriel's School values diversity, promotes equality, and is committed to safeguarding the welfare of children. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

For further details please contact HR on 01635 555680 or via email HR@stgabriels.co.uk.



A welcome from the Principal

Thank you for the interest you have shown in joining St Gabriel's. I am delighted that you are considering becoming part of our community.

At St Gabriel's, we believe that every member of staff plays a pivotal role in shaping the educational journey of our pupils. Whether in the classroom, behind the scenes, or in pastoral care, your contribution helps us deliver an exceptional learning experience and create a lifelong love of learning.

St Gabriel's is a welcoming and supportive school where staff work together with a shared purpose: to help every pupil flourish. Whatever your role, you'll be part of a dedicated team that contributes to the life and success of our school.

RICKI SMITH



About St Gabriel's

Founded in 1929, St Gabriel's is a vibrant and thriving co-educational independent day school for children aged 6 months to 18 years. With a strong sense of community, our pupils, teaching staff, operational teams and nursery staff together create a warm and purposeful environment where every individual is known and valued.

Our Mission

To provide an education that is both balanced in its approach and inspirational in its content, within a community built on mutual respect and collaboration. We aim to create an environment where pupils are confident, engaged and happy.

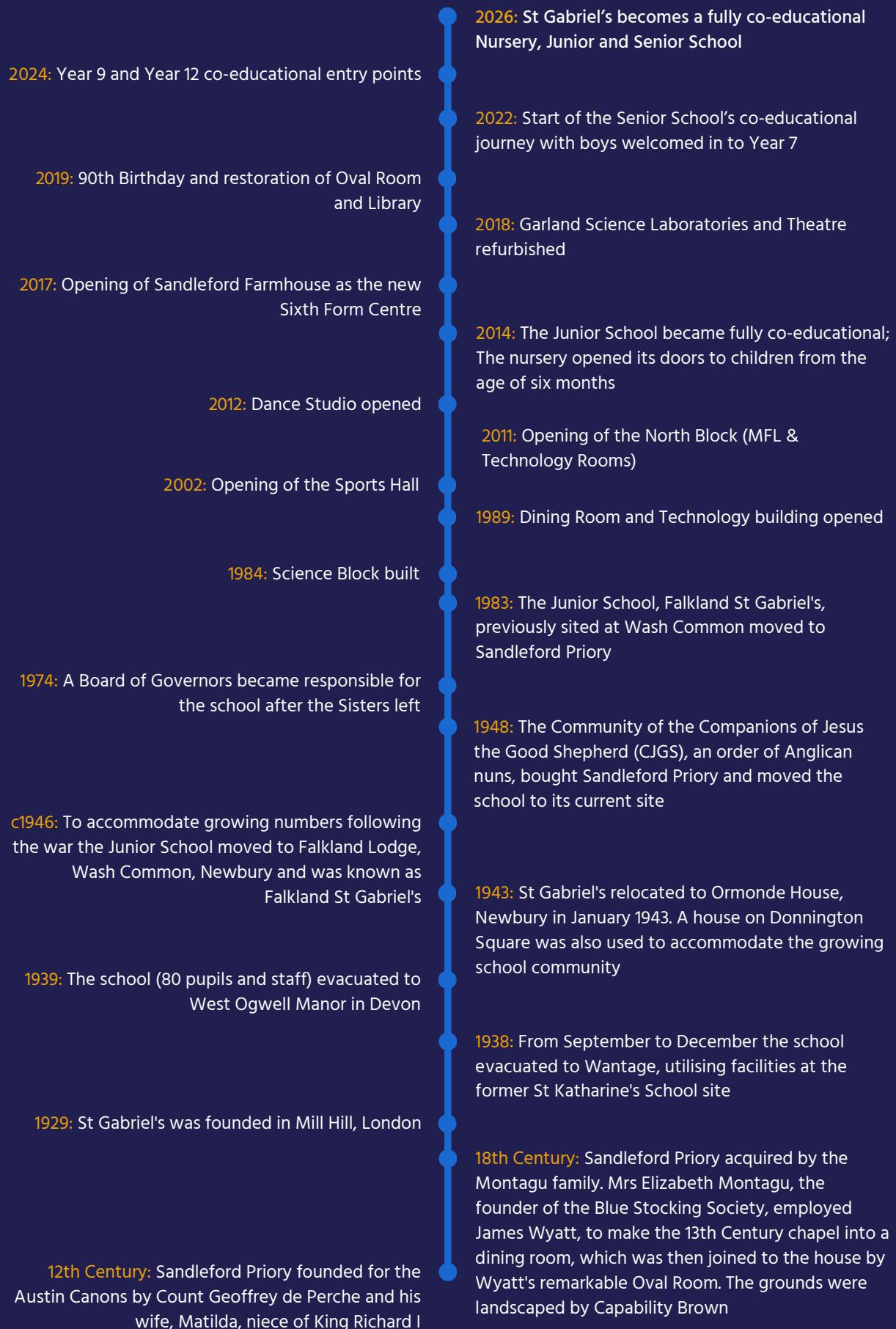
We are proud to be a school where the strength of personal relationships is at the heart of everything we do. Our size enables us to focus on each individual — a school where every pupil is noticed for all the right reasons, and where a genuine sense of community flourishes. From this foundation, we work in partnership with families to help every child achieve the success they deserve.

St Gabriel's: a school founded on community, inspiration, understanding and balance.

Located on the edge of Newbury, the school sits within historic parkland landscaped by Capability Brown. At its heart stands an 18th Century, Grade I listed building, complemented by extensive modern development in recent years.

Providing an exceptional educational experience for families in and around Newbury has always been our focus. Over the past decade, we have successfully established St Gabriel's Nursery and extended our co-educational provision throughout the whole school, from Juniors to Sixth Form, ensuring that every stage of a child's journey benefits from the same ethos and excellence.

Our History



“The setting is genuinely beautiful — it’s a lovely place to come to work each day. Staff turnover is low for a reason — people genuinely enjoy being part of this community.”



ST GABRIEL'S

NEWBURY

Sandleford Priory
Newbury, Berkshire
RG20 9BD

01635 555680
info@stgabriels.co.uk
stgabriels.co.uk

