



**Mayfield Grammar School  
Gravesend**

**Appointment of  
Exam Invigilator  
required from May 2024**

**Closing date: 1.30 pm on Monday 22<sup>nd</sup> April 2024**



# Mayfield Grammar School Gravesend

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## **Exam Invigilator required from May 2024**

### **£12 per hour paid on claim**

We are looking to appoint Exam Invigilators to join our experienced team of Invigilators.

Exam Invigilators are responsible for overseeing and supervising examinations to ensure that they are conducted in such a manner so that there can be no suggestion of improper conduct, unfairness, advantage or disadvantage to any candidate.

We are looking for individuals who are able to work on an ad hoc basis around exams, to work individually or as part of a team. The ideal candidate will have good interpersonal skills and be able to follow all instructions, including those set by the Exam Board.

Further details and an application form are available from the Staff Vacancies section of the school website [www.mgsg.kent.sch.uk](http://www.mgsg.kent.sch.uk)

Applications made via TES Online will be accepted.

CVs will not be considered and should not be submitted.

All applications with a covering letter addressed to Mrs E Wilson, Headteacher must be received by **1.30 pm on Monday 22<sup>nd</sup> April 2024**

***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.***

## Mayfield Grammar School, Gravesend

Mayfield Grammar School, Gravesend is a selective girls' school with boys in the sixth form which is situated in the town of Gravesend, with easy access to the A2 and M25 and a direct rail link to Charing Cross. In February 2012 we converted to Academy Status and the school celebrated its Centenary throughout 2014/15.

The school occupies two sites. One houses the original 1926 building with its distinctive quadrangle and bell tower, surrounded by its playing fields. New Science, Technology and Dining facilities opened across 2020-2021. Our second site has specially designed facilities for Technology, Sports and Drama which opened in 1995. There is IT provision on both sites and a new teaching block opened in 2021 which houses our new library, Music, multi-purpose activity studio, additional classrooms and specialist IT rooms.

The school is an 11-18 grammar school. Entry at age 11 is via the Kent 11 plus selection procedure comprising nationally standardised Verbal, Non-Verbal and Mathematics tests. The procedure allows admission of the top 25% of the ability range. An optional additional opportunity to assess eligibility for admission is available through the Mayfield testing procedure.

The school was judged to be Outstanding by Ofsted in June 2013. Ofsted reported that "achievement in all subjects including English and Mathematics is exceptionally high" and that "The behaviour of students is exemplary. They engage enthusiastically with their learning, are courteous, polite and keen to contribute fully to the life of the school".

We are an outward looking school determined to provide the highest quality education by capitalising on opportunities available to the school. We work as a team where the contributions of all the staff are equally valued. We place major importance on providing new staff with an effective induction into the school and all staff are constantly seeking to improve their professional practice through external and internal training. Governors, parents and the community are extremely supportive of the work of the school.

The Senior Team consists of the Headteacher, a Deputy Headteacher, Senior Assistant Headteacher and six Assistant Headteachers. Curriculum Leaders lead their subject teams to ensure a high-quality teaching and learning experience for all our pupils. Pastoral care is led by an experienced team of Learning Leaders who work with Form Tutors and are supported by Pastoral Support Managers, Key Stage Co-ordinators (AHTs) and the Senior Assistant Headteacher. A House System was introduced in September 2014. Merit points are given to students during the year and the Aster Trophy is awarded to the House with the most points overall at the end of the academic year.

The curriculum follows the National Curriculum guidelines and students have the opportunity to gain ten GCSEs at the end of Year 11.

There are circa 1400 students on roll, 360 of whom are in the Sixth Form.

The school PAN is 210 for year 7 entry.

Extra-curricular activities include a full sporting programme, choirs, orchestras and other club activities. A large number of students participate in the Mayfield Challenge (Lower School) and the Duke of Edinburgh Award Scheme (Upper School and Sixth Form). There are Conferences, the Graduation Ball and many other opportunities for students to participate in events outside their classroom studies. The school enjoys strong links with the local business community and runs a full Careers (CEIAG) programme. The school runs an extensive programme of trips and visits both locally, nationally and internationally for all year groups.

Mayfield Grammar School is a happy community where we foster excellent relationships between staff and students.

This is a non-smoking school.

Anyone interested in the school is welcome to visit our website at [www.mgsg.co.uk](http://www.mgsg.co.uk)

## JOB DESCRIPTION

Job Family	Examinations
Job Profile Title	Exam Invigilator
Salary	£12 per hour paid on claim

### Outline of Main Duties:

- To conduct external and internal examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Mayfield Grammar School, Gravesend instructions.
- To play a key role in upholding the integrity of the external examination assessment process. (JCQ)

### Before exams

- Report to the Exams Officer prior to each exam session.
- Maintain the security of exam papers and materials before, during and after exams.
- Ensure exam rooms are set out to standard.
- Supervise candidates' entry into the examination venue, seating in silence and according to examination regulations.
- Check candidates are in possession of the equipment required to complete the examination by lending this when required, alongside ensuring that they do not have any unauthorised materials in their possession.
- Distribute examination papers and (if required answer booklets); instruct and guide candidates in the completion of the candidate information on the front page and read the paper instructions.
- Deal with candidate queries.
- Formally begin the examination, ensuring that the start and finish times are correctly recorded and clearly displayed to candidates.

### During exams

- Supervise candidates at all times and be vigilant throughout exams, ensuring candidates are using the appropriate equipment.
- Keep disruption to a minimum.
- Deal with emergencies or irregularities effectively, contacting the Exams Officer if necessary.
- Record any disruption or irregularities in the Room Incident Log.
- Accurately complete attendance registers.
- Deal with candidate queries.

### After exams

- End the examination at the correct time, collect all scripts, question papers, spare paper and school equipment before dismissing the candidates from the room as advised.
- Check that the names on the scripts match exactly the details on the attendance register.
- Collate all scripts for a given paper in the appropriate order and securely return all exam scripts and exam materials to the Exams Officer
- Prepare the exam room for the next examination.

### Other

- To attend training, refresher or review sessions as and when required.
- Abide by current regulations in relation to the conduct and administration of examinations; to be aware of school emergency procedures; and to advise the Senior Leadership Team of any health and safety concerns.

- Undertake, where required and where able, other duties requested by the Exams Officer, for example:
  - Supervision of clash candidates between exam sessions.
  - Facilitating access arrangements for candidates, for example as a reader, scribe etc (full training will be provided).
  - Exam-related administrative tasks.

**Necessary experience:**

- The postholder requires a good level of general education.
- A high level of interpersonal and communication skills.
- A flexible, efficient approach to duties is required, with the ability to act on own initiative.
- The ability to relate well to children and adults.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Staff are expected to undertake any other duties as may be reasonable as directed by the Headteacher and their Line Manager.

Staff are expected to be courteous to colleagues and provide a welcoming environment to.

All staff are expected to take delegated responsibility for the implementation of the Health and Safety Act as may be agreed.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The job description is current at the time shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Headteacher