

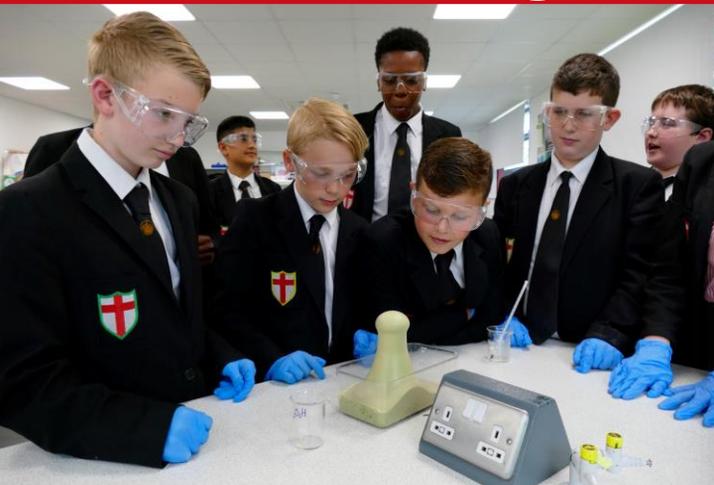


# Vacancy Pack

Exam Invigilator (Casual)



# Saint George's Church of England School





Our Vision  
The Leadership Team  
The Post  
About You  
The Package  
The Application Process

# AAAT vision

Aletheia schools are motivated by Christian values to serve our communities by improving the life chances of local children. Our schools seek to embody the Christian experience of community, where gifts are shared, where the emphasis is on what can be contributed and where each is given according to need. Aletheia schools welcome those of all faiths and none and are proud of the inclusive nature and diversity of each cohort. At the heart of the Aletheia vision are the belief in educational excellence and the belief that Aletheia is called to serve pupils, staff, parents and the local community by providing places where children and young people develop and thrive intellectually, socially, culturally and spiritually.

Aletheia is committed to sustaining and further improving high-quality schools and supporting schools in need of specific improvement. We seek to provide a range of support to schools that draws upon the wealth of practice from across our Trust, broaden the expertise available to schools through flexible working arrangements and retain the capacity to respond rapidly and effectively to the needs of individual schools. Pedagogical excellence is at the heart of all we do, with a sustained focus on collaborative and mastery learning. Our Teacher Training 'Hub' status aids our mission to recruit, train and retain staff of the highest quality within our local community.

The Trust provides a coherent and logical geographical context for all constituent schools. Belonging to a local Trust offers greater opportunities for influence than single schools can achieve; through collaboration the Trust aims to be greater than the sum of its individual member schools. We believe that the success of Aletheia is fostered by the opportunities for schools, leaders and governors to step forward as co-shapers of a school-led and self-improving system. Designated as an approved academy sponsor, we offer our distinctive ethos, school improvement strategy and strength of leadership to ensure all schools are supporting students to achieve of their very best.

## AAAT will deliver its vision by:

- Developing a Trust for all ages /phases of education, with member schools working in partnership and learning from each other.
- Promoting a Church of England ethos based on a belief in the value and potential of every student to achieve excellence academically; in religious education and their wider studies and become fully the person God intends.
- Pursuing educational excellence, so that outcomes for all learners are as good as they can be.
- Creating strong leadership at all levels that impacts effectively on academy performance.

All schools joining the Trust will have already established their support for and belief in these core principles.

## OUR VISION

At the heart of our vision is the belief in inclusive, educational excellence; the belief that we are called to serve all pupils, staff, parents and the local community by providing places where all develop and thrive intellectually, socially, culturally and spiritually in order to live life in all its fullness.

**Saint George's**  
Church of England School



**All Different,  
All Equal,  
All Flourishing.**

**IN...**

Creativity  
Honesty  
Resilience  
Inclusion  
Stewardship  
Thankfulness

#weareallone

#lifeinallitsfullness

# Leadership Structure

*Executive Headteacher/CEO*

*Head of School*

*Deputy Headteacher  
(Raising Standards)*

*Deputy Headteacher  
(Teaching, Learning and Assessment)*

*Assistant  
Headteacher  
(Behaviour and  
Inclusion)*

*Assistant  
Headteacher  
(Primary Phase)*

*Assistant  
Headteacher  
(Community &  
Stakeholders)*

Support Leads:

Site Manager

ICT Lead

Finance Lead

PA to SLT

# Job Description

## Purpose

The purpose of exam invigilation is to ensure that all candidates are under active surveillance for every moment of the duration of the examination. Invigilators should also try to provide a suitably pleasant and supportive atmosphere for candidates. However, they must also ensure and prevent any kind of communication between candidates (by copying, whispering or any kind of signal, exchange of paper or objects) and any kind of access to books, papers or electronic media of any kind (unless specifically authorised) for the exam duration.

Invigilators also need to ensure the security of the examination hall before, during and after the examination. From the moment the question papers are given out until all answers are collected, exam invigilators should patrol vigilantly. Particular emphasis should be given to multiple-choice and short-answer questions. The main goal should be to prevent possible candidate malpractice and administrative failures.

## Duties of an Exam Invigilator

**General duties :** The main duty of an exam invigilator is to support the Chief Invigilator, the Deputy Chief Invigilator, the Examinations Officer and the other invigilators at the examination venue.

Some of the other general duties may include:

1. Setting up the examination venues by placing candidate numbers, booklets, examination papers, stationery and equipment at desks in accordance with strict procedures.
2. Implementing the exam rules and regulations and remaining vigilant throughout the examination duration.
3. Assisting the candidates before, during and after the examination by directing them to their seats, advising them about possessions permitted at examination venues and dealing with queries raised by candidates etc.
4. Invigilating carefully, making sure that candidates do not talk inside examination venues and also responding to any examination irregularities immediately.
5. Checking attendance during examinations, recording details of late arrivals and ensuring that proper seating plans are followed.
6. Escorting candidates during toilet breaks as required and detecting any unauthorised materials inside the examination hall.
7. Delivering and collecting scripts carefully at the start and end of the examination in accordance with strict examination procedures.
8. Supervising candidates in leaving the examination venues in a quiet and disciplined manner and ensuring that candidates do not remove equipment or stationery from the examination venue without the permission of the authority.

## Exam Invigilator (Casual)

**Kent Range 3 (£10.00 per hour, plus holiday pay)**

**Required for ASAP**

**This is a rolling advert with no fixed closing date**

We are continually looking to recruit candidates to join our Exam Invigilation team in this over-subscribed and successful high school. We are a friendly, dynamic and innovative school with an existing reputation for high quality education with a relentless focus upon high expectations and aspirations.

Exam Invigilators required to invigilate a wide range of exams within the school adhering to exam board regulations and school procedures. Duties include collection, distribution and collation of exam papers, briefing candidates with all the necessary information, including making announcements and reading out notices.

Invigilators will need to be alert throughout the exam, remaining vigilant for any instances of malpractice, and must be able to respond appropriately to any candidate issues/problems.

Whilst most exams are still paper-based, most vocational qualifications now have computer-based exams, so invigilators must be confident using IT systems, plus the use of CD players for MFL listening exams, although technical support is always provided.

Invigilators may also be required to act as prompters, readers and/or scribes to candidates requiring one-to-one support during exams.

Successful applicants will become part of our existing team and we ask that you are available to invigilate short as well as longer examinations. Some flexibility may be required with end times of exams as some students are awarded extra time.

Other qualities required:

- Strong sense of security and responsibility
- Attention to detail
- Excellent communication and organisational skills
- Ability and confidence to speak in front of a group of students
- Ability to cope with changes/difficult situations
- Willingness to speak up if you spot something wrong

The summer exam season begins in May and runs through until the end of June. We also have Mock Exams Weeks and other assessments throughout the year which will need invigilators.

Please download a vacancy pack and application form below or at <https://aaat.uk/recruitment/> and return your application by e-mail to Elise Batcheldor, HR & Administration Officer at [batcheldore@sgsce.co.uk](mailto:batcheldore@sgsce.co.uk)

**This is a rolling advert with no closing date so please submit your application once complete and the recruiting manager will be in touch should you be successfully shortlisted for the role.**

Saint George's Church of England School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and governors to share this commitment. All successful candidates will be subject to an enhanced DBS check along with other relevant employment checks, including overseas criminal background checks where applicable. Our policy statement on the recruitment of ex-offenders can be found on our website. All new employees, volunteers and governors will be required to undertake safeguarding training on induction which will be regularly updated in line with statutory guidance.

