



## Exam Invigilator

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'Academies in Christ'  
Part of the Archdiocese of Southwark



# *Letter from the Executive Principal*

**Dear Candidate,**

Thank you for your interest in this exciting role within in our ambitious partnership of two secondary schools in the West Kent Cluster of Kent Catholic Schools' Partnership.

We are a collaborative partnership of proudly Catholic, world class schools connected by our ambitious extended curriculum and passion to nurture the young people in our care into confident, well-rounded Individuals who make the world a better place.

We have extremely high expectations of what we do for the students in our schools and are keen to recruit like-minded, passionate colleagues who have the potential to redefine what is possible in the education landscape.

If you are passionate about making a better world through the power of education and have the skills to help us in the Examinations Team, we would love to hear from you.

Kind regards

**Mike Wilson**

**Executive Principal**

**St Gregory's Catholic School &**

**St Simon Stock Catholic School**



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# *School vision and values*

## **Our Vision**

**We provide the students in our care with a world-class Catholic education. We guide our students to understand their own unique value and dignity. Inspired by the life of St Gregory, we empower our students to approach, with vigour, the opportunities of their education; to recognise and realise their potential as servant leaders and use their discernment to choose how they will make the world a better place.**

## **Our Aims**

With Christ's **love** at the centre of all that we do, students;

- **live** life to the full
- **learn** all they can about their world in order to
- **lead** lives which change it for the better

## **Students accomplish this because our curriculum:**

- is appropriately ambitious for all our students, including SEND and Disadvantaged students
- is progressive, interleaved and sequenced to develop knowledge and understanding
- provides opportunities to develop and strengthen literacy across all curriculum areas
- provides opportunities for reading
- promotes opportunities for the development of strong relationships, healthy lifestyles and good wellbeing
- challenges students to apply their knowledge and make informed decisions
- teaches our students how to learn and develop scholarly habits so that they become confident, independent learners
- promotes a learning environment in which students discover and develop new talents helping them to become well-rounded individuals
- provides world class opportunities in our schools' four pillars enabling students to gain a strong understanding of how to achieve success through balance in their lives

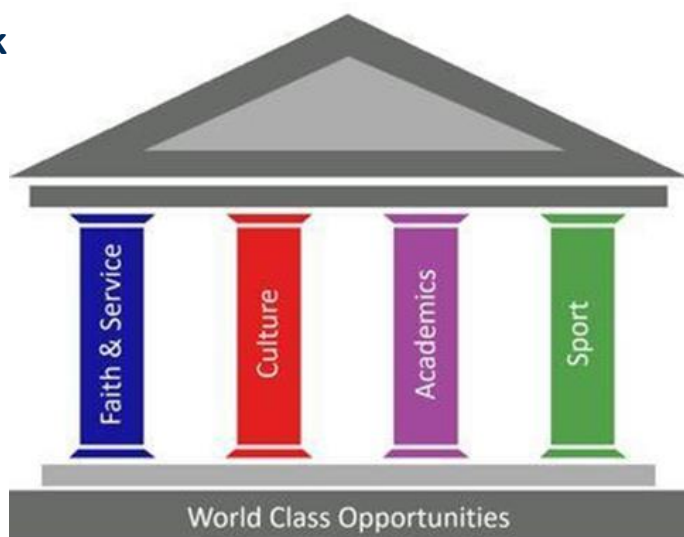
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# ***School vision and values***

**These pillars provide a framework to focus students as they set ambitious goals for their future.**

**Our aim, through our curriculum is to develop young people:**

- who are happy and feel fulfilled
- who have the confidence, resilience and knowledge to build relationships, pursue active and healthy lifestyles and stay mentally healthy
- who are curious, enjoy learning and have high expectations for themselves and are ambitious for their futures
- who know how to learn and evaluate their own strengths to make progress
- who can make and articulate informed decisions and are aware of their rights and responsibilities in a global society
- who demonstrate respect, compassion and empathy towards the beliefs and values of others
- who possess the cultural capital they need so that they are not disadvantaged by the social context in which they live



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# About St Gregory's Catholic School



St Gregory's Catholic School is a Catholic secondary school and part of the Kent Catholic Schools' Partnership (KCSP). KCSP is a multi-academy trust (MAT) established by the Archdiocese of Southwark for Catholic education across Kent and it currently comprises 24 academies of which 19 are primary schools and five are secondary schools.

St Gregory's Catholic School is an over-subscribed seven-form entry secondary school located in Tunbridge Wells and is a popular destination for pupils from its Catholic partner primary schools in Tunbridge Wells, Tonbridge and Sevenoaks.

St Gregory's Catholic School is an inclusive academy. Its dedicated staff, helpers and governance committee members work hard to ensure that every student is supported and challenged to be their very best. Each individual is encouraged to grow spiritually and intellectually, so that unique and positive contributions can be made to society and the world. Its most recent denominational inspection in March 2018 judged it as 'Outstanding' and its most recent Ofsted inspection in March 2013 judged the academy to be 'Outstanding' in all areas.



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## ***Role description***

We are seeking to increase our team of Examination Invigilators throughout the academic year and on an ad hoc basis. Hours are variable and would be from 08.30 am – 4.00 pm, depending on the exam timetable, and you will be working as part of a team. There will be ad hoc exam sessions throughout the year, but ideally you should be available from March 2023.

The Role:

Duties include undertaking invigilation and other exam related duties under instruction from the examinations officer and/or chief invigilator. Previous experience is beneficial but not necessary as full training will be provided.

The successful candidate will be a committed team player with a passion and determination to inspire and motivate students to develop a passion for literature and an awareness of language, expanding their range of expression consciously and in so doing enhance their critical acuity. They will be dynamic, emotionally intelligent and sympathetic with the strong Catholic ethos and values of St Gregory's; committed to improving the life chances of young people.

Benefits of working at St Gregory's:

- A supportive and caring working environment for staff and students
- Training opportunities are provided for all staff
- Access to our Fitness Suite
- Kent Rewards Scheme

St Gregory's is committed to safeguarding and promoting the welfare of children and this position is subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. We are an equal opportunities employer.

Our Offer: We create an environment where our staff can thrive and enjoy the work that they do which enables our young people to flourish, gain confidence, achieve and be happy. We have a reputation for being a very caring environment and we have a great record for investing in staff training and development.



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# Job description

<b>Job Title:</b>	<b>Exam Invigilator</b>
<b>Salary:</b>	Hourly rate £11.21 (inclusive of holiday pay)
<b>Line Manager:</b>	Exams Officer

## Purpose of Job:

1. To work as part of a team to assist in conducting examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body regulations and instructions.
2. To have a key role in upholding the integrity and security of the examination/assessment process.

## Job Specification Operational:

Your role will be to assist and support the Exams Officer and invigilation team. All training will be provided and you will be required to but not limited to:

- Be aware of information issued by JCQ such as 'instructions for the conduct of examinations', 'checklist for invigilators', 'notice to candidates' and the 'warning to candidates'.
- Ensuring venues are set up as per JCQ requirements.
- Will give their whole attention to the proper conduct of the examination as per JCQ and school requirements.
- Ensuring candidates have the correct equipment and do not have any unauthorised materials.
- Will report as required any incidents of unacceptable behaviour or issues of concern to the exams officer.
- Assist in collecting scripts, question papers and unused stationery before candidates leave the examination room.
- Assist in collating scripts and administrative work related to the exams.
- Assist in the evacuation of the examination room in the case of emergency as per school and JCQ policies and procedures if necessary.

## Additional:

**Health & Safety** – to operate safely within the workplace with regard to the school's Health and Safety policies, procedures and safe working practices. To be responsible for the health and safety of self and others.

**Equality & Diversity** – to work within the school's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

**Training** – to participate in any training deemed necessary for the post. To actively encourage a positive learning environment and development with others.

**Policies** – to work at all times within the established practices and policies of the School.

**Confidentiality** – to adhere to the school's policies and procedures on confidentiality and the management and sharing of information.



# *Job description*

Indicative qualifications, knowledge, skills and experience (E=essential, D = desirable)

- Effective communication, specifically: ability to read aloud clearly, at normal pace, with good pronunciation verbatim only the words in the test, and clear and accurate hand writing as required for the role of Scribe: respectful of different learning styles and abilities: ability to exercise discretion and maintain confidentiality: punctual, reliable and flexible
- Ability to follow multi-step directions
- Familiarity with the words, terms, symbols, or signs that are specific to the test content



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# Person specification

	Criteria	Essential / Desirable
Faith Commitment	Understanding of the distinctive nature of a faith school	D
	A practising Catholic	D
Qualifications	English and Mathematics GCSE at C grade or equivalent.	E
	Exam invigilator training.	D
Knowledge & Experience	Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety.	E
Skills, Qualities & Abilities	Empathy with pupils	E
	Ability to use ICT effectively	E
	Excellent communication skills	E
	Excellent interpersonal skills	E
	Excellent organisation skills	E
	Dedication	E
	Ability to remain positive and enthusiastic when working under pressure	E
	Ability to organise work, prioritise tasks, make decisions and manage time effectively	E

# *Application process*

Please contact the school at [HR@sgschool.org.uk](mailto:HR@sgschool.org.uk) to obtain an application form or download it from our website [here](#).

If you wish to visit the school before applying or require any support with your application, please contact [HR@sgschool.org.uk](mailto:HR@sgschool.org.uk)

**Please send your application form and related documents to the HR Hub  
[HR@sgschool.org.uk](mailto:HR@sgschool.org.uk)**

**Closing date for applications: Tuesday 28 February 2023**

**Interview date to be confirmed**

This vacancy will close on or before the specified closing date depending on the volume of suitable applicants. If you have not heard from us within 21 days of the closing date, please assume that you have not been shortlisted on this occasion. We wish to stress that no discourtesy is intended in following such a procedure, and you should not let this deter you from future applications

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