



# St Simon Stock Catholic School

LABORA CUM AMORE

## Exam Invigilator

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Kent  
Catholic  
Schools'  
Partnership



'Academies in Christ'  
Part of the Archdiocese of Southwark

Ofsted  
Good  
Provider

*Oakwood Park, Maidstone, Kent ME16 OJP 01622 754551*

# *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.

**Mike Wilson**

**Executive Principal - St Gregory's Catholic School & St Simon Stock Catholic School**



*Labora cum Amore ~ Work with Love*

# *About St Simon Stock Catholic School*

St Simon Stock Catholic School is a Catholic secondary school located in Maidstone, Kent and part of the Kent Catholic Schools' Partnership (KCSP). This multi-academy trust (MAT), established by the Archdiocese of Southwark for Catholic education across Kent, currently comprises of 25 academies (20 primary and 5 secondary schools).

St Simon Stock is an over-subscribed, co-educational, high achieving school with a long tradition of academic success. We have over 1100 students on roll, including over 200 in Sixth Form and a staff of almost 100.

We value all our students equally and welcome the wide variety of cultures and experiences they bring to our school.

By modelling exemplary behaviour towards each other, carrying out service to others in school, at home and in the wider community, students develop a strong work ethic and sense of personal achievement helping them to take their place in the wider world.

We are rated by Ofsted as a Good Provider and in our last denominational inspection we were graded as Outstanding.



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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 Simon Stock; committed to improving the life chances of young people.

## **Benefits of working at St Simon Stock:**

- Well behaved students who are keen to learn
- A supportive and caring working environment for staff and students
- Dedicated and bespoke CPD time for all staff
- Access to Kent Rewards Scheme
- Employee Assistance Programme
- Generous Pension Scheme

**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.



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# 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 students	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@ssscs.co.uk](mailto:HR@ssscs.co.uk) to obtain an application form or download it from our website [www.ssscscs.co.uk](http://www.ssscscs.co.uk)

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

Please send your application form and related documents to the HR Hub at [HR@ssscs.co.uk](mailto:HR@ssscs.co.uk)

**Closing date for applications: Monday 27 February 2023**

**Interview date tbc**

**Start date: March 2023**

**Safer Recruitment**

*St Simon Stock Catholic School 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.*



***Oakwood Park, Maidstone, Kent ME16 OJP 01622 754551***