



Weald of Kent
Grammar School



Examination Invigilator

Job Description



Full Time/Part Time:

Salary:

Hours:

Term-Time/All Year Round:

Start Date:

End Date (if applicable):

Closing Date:

Interview Date:

Location:

Casual

£11 Per Hour (Plus Holiday Pay)

Various (Monday to Friday – between the hours 08:00 – 17:00)

Term-Time

ASAP

N/A

Wednesday 4 October 2023, 9AM

W/C 9 October 2023

Weald of Kent Grammar School is located on two campuses; Tonbridge and Sevenoaks. You will be required to work across both campuses.

*Please note, interviews and appointments may be arranged where a suitable candidate is found prior to the closing date.



The Team

Reporting to: Examinations Officer

The Examination Invigilators are an essential team within the school. They oversee and supervise all internal and external examinations and ensure that all JCQ guidelines and regulations are strictly adhered to. They maintain the integrity and security of the whole examinations process.



Job Description

As an Invigilator at Weald of Kent you will need to be available for:

- Invigilating for the main Summer Exams from May to June.
- Additional work and sessions for Winter PPE (Mock Exams) as required.
- Invigilation between the hours of 08.00 and 17.00 Due to the nature of Examinations, invigilation sessions will vary throughout the season, these could include morning sessions (starting from 8.00am), supervision of students between exams (including lunchtimes), afternoon sessions (starting from 12.30pm) – dependent upon the length of the exams. These will be as directed by the Examinations Officer and successful candidates will be issued with an Exam schedule for their commitment over the seasons, however, additional work may be available at short notice.
- To assist in the setting up of examination rooms and to carry out checks on the identity of candidates on their arrival if necessary.
- To ensure no unauthorised items are brought into the examination hall, such as mobile phones, revision notes or other paperwork.
- To ensure all candidates receive the correct examination question papers and answer papers.
- To complete the attendance, register during the examination and inform the Exams Office of any absentees immediately.
- To supervise the candidates throughout the whole time the examination is in progress, and give complete attention at all times to this duty including being aware of any needs that candidates may have.
- To ensure candidates obey the regulations of an examination room as laid out in the examination guidelines.
- At the end of the examination, to collate all scripts in candidate number order and ensure that they are handed to the Examination Officer.
- To maintain security and confidentiality at all times.
- To collect all unused stationery in the Examination room and return it to the Exams Office.
- To ensure that the room is left in a tidy condition.
- To assist in other activities as may reasonably be requested by the centre from time to time.

Person Specification

	Essential	Desirable
Qualifications & Experience		
Educated to at least GCSE Grade C standard or equivalent in English or Maths		✓
Experience of working in busy, sometimes pressurised, office environment	✓	
Experience of managing and maintaining accurate records and filing systems	✓	
Skills & Knowledge		
Excellent people skills with an ability to build and form good relationships with students, colleagues and other professionals	✓	
Ability to organise tasks with minimum supervision	✓	
Ability to deal with unexpected/difficult situations	✓	
Ability to use own initiative as well as work proactively as part of a team, understanding school roles and responsibilities	✓	
Excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students, other professionals	✓	
Good standard of numeracy and literacy skills	✓	
Ability to absorb and understand a wide range of information	✓	
Ability to manage and deal with confidential data/issues appropriately	✓	
Excellent IT skills with clear working knowledge of Word, Excel and PowerPoint, databases and internet systems	✓	
Personal Attributes		
Ability to inspire, challenge and motivate	✓	
Have a positive approach with a desire to succeed	✓	
Energy, enthusiasm and perseverance	✓	
Reliability and integrity	✓	
Good interpersonal skills	✓	
Professional appearance and manner	✓	
Positive commitment to individual personal development	✓	
Capacity to work hard, under pressure, to meet deadlines and manage time effectively	✓	
A good record of attendance during the last three years	✓	
Adaptable and amenable with respect to working practices	✓	
Ability to work independently and in a team, take a collaborative approach	✓	
Ability to build supportive working relationships with colleagues	✓	
Commitment to supporting the full life of the school	✓	
Suitable to work with children	✓	
Attention to detail	✓	
Equal Opportunities		
A commitment to inclusive education	✓	



Application Process and Safeguarding

Applications

Application forms can be found on our website or on tes.com and should be sent to Human Resources on HR@wealdgs.org. The communication should set out how your proven relevant experience relates to this role.

For safer recruitment purposes application forms need to be completed in full and CV's will not be accepted.

References

References may be taken up before being short-listed, please indicate on your application form if you have any objection to us contacting the referee prior to interview.

Safeguarding Duties and Responsibilities

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be expected to uphold this duty with regard to all children and young persons for who they are responsible and with whom they come into contact.

This role is a teaching or teaching support role involving extensive contact and responsibility for children.

More Information

For more information on the role, or to come and visit Weald of Kent prior to applying then please contact HR on HR@wealdgs.org. We look forward to hearing from you.