



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

**WORKING AT SAINT GEORGE'S C OF E SCHOOL**

**Join our Team**



**For Appointment of:  
Casual Exam Invigilator**







# Saint George's Church of England All Through School



We consider our school to be highly inclusive, welcoming students of all backgrounds and beliefs, unified by our commitment to their well-being and sense of achievement.

Saint George's has developed a reputation as a high achieving school providing excellent outcomes for all students academically and in terms of their personal growth. We have exceptionally high expectations of how our students behave, speak, and present themselves. This is underpinned by our Christian values, our worship and school ethos. Everyone who wishes to learn is welcome.

Our motto '**All Different, All Equal, All Flourishing**' emphasises our Christian belief that the God-given talents of all students should be encouraged and developed, recognising, and valuing their unique worth.

We have had a long-held belief in the potential of an all-through school to further enhance the educational provision on our site. We are delighted that this vision has now become a reality for Saint George's. A shared philosophy ensures that there is greater consistency around expectations, ethos and pedagogy which eliminates any unsettling transition between the primary and secondary phases. We facilitate teachers working together in the primary and secondary phases which raises aspirations still further and ensures that children are not able to fall through the gaps. Our primary pupils benefit from having specialist subject staff available and economies of scale allow greater spending on teaching and learning and the sharing of specialist and enhanced facilities for all pupils.

At Saint George's, we strive for all students to have learnt new skills, to have developed their talents and with this, a love of learning; making them confident, articulate, sensitive and caring citizens for the future.



## CEO's Welcome Stephen Carey

**Thank you for your interest in the role at Saint George's C of E All Through School.** I hope that the information within gives you an insight into our school, Aletheia Academies Trust and the unique opportunity this position offers.

Aletheia Academies Trust's vision is rooted in a determination to **improve the life chances of local children**. Aletheia has grown with devotion to a principle of geographical proximity; knowing, caring for, and understanding the areas we operate in are important to us. Since our inception, the Trust has adopted an operational model based upon the notion of a family of schools; understanding that like any family member, each school, and each community that it serves, is unique. Schools are encouraged to celebrate and explore this dimension. The role of the Trust is to act in a parental capacity; to ensure that each school is well-supported and individual strengths are shared to improve the outcomes of all; to provide wider experiences to Trust pupils beyond the capabilities of any individual school; to develop and share staff expertise; to provide expert leadership and governance.

Saint George's was one of the founding schools within Aletheia Academies Trust and continues to play a significant part in the development of the organisation. As the only current open provision with a secondary phase, the school has a pivotal role in the co-construction of an all-age learning journey for pupils. The school has excellent staff retention rates and is deservedly proud of the palpable sense of community that stakeholders and visitors encounter and regularly comment upon. The school provides an exemplary model of the highly ethical and inclusive Trust vision and values.

It is these values and principles that make me feel so proud and privileged to serve as the CEO of the Aletheia Academies Trust.

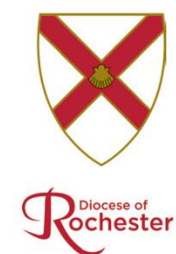
**I look forward to receiving your application.**



**All Different • All Equal • All Flourishing**



**"Visitors most often comment upon the profound sense of community within the school."**





# School Structure



Executive Headteacher

Head of Secondary Phase

Deputy Headteacher of  
Primary Phase

Deputy Headteacher of  
Secondary Phase

Deputy Headteacher of  
Secondary Phase

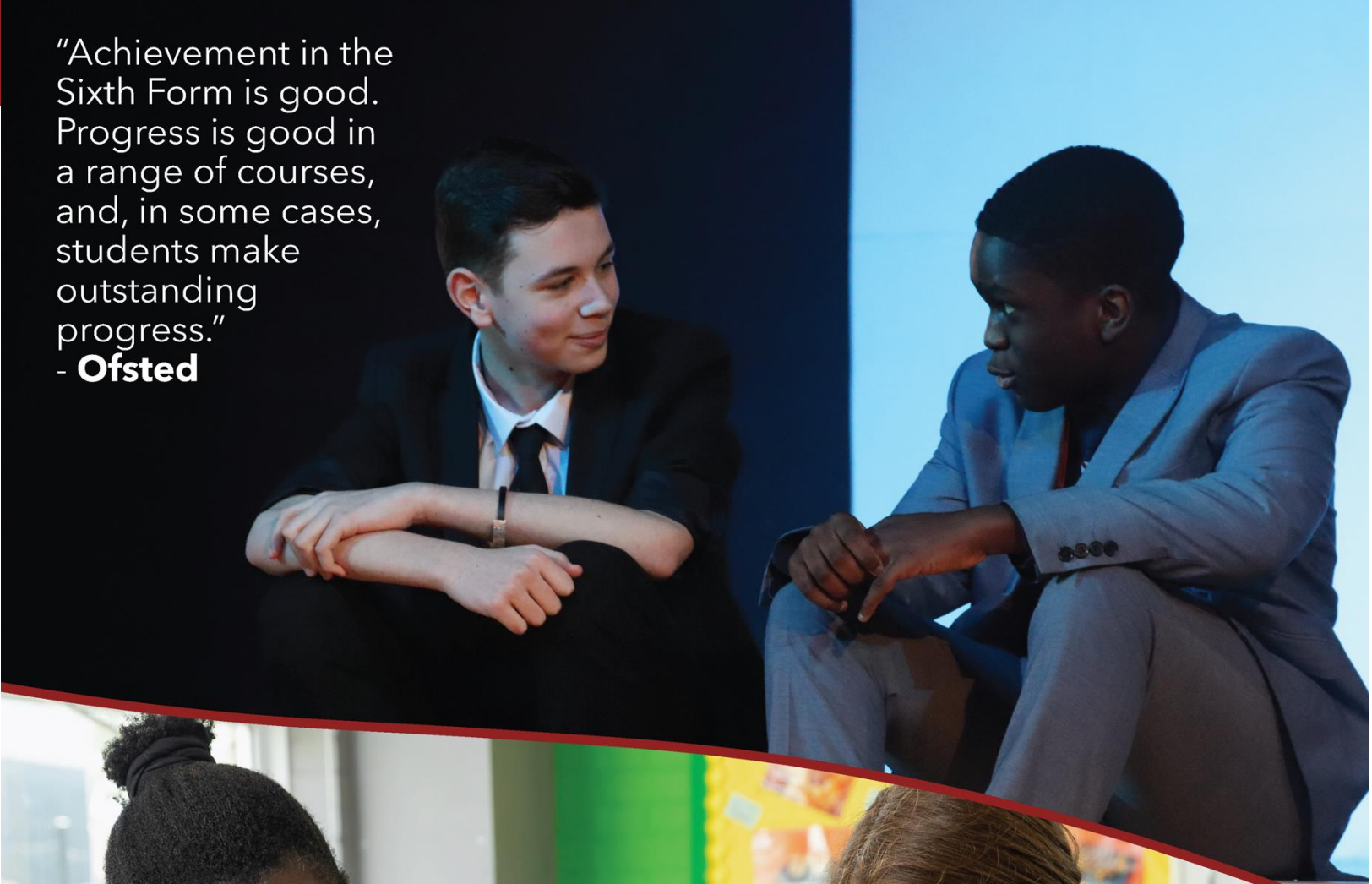
Assistant Headteacher

Assistant Headteacher

Assistant Headteacher



"Achievement in the Sixth Form is good. Progress is good in a range of courses, and, in some cases, students make outstanding progress."  
- **Ofsted**



"The development of students' literacy and numeracy skills is strong across the curriculum." - **Ofsted**



# Job Description

Job Title	Casual Exam Invigilator
Location	Gravesend, Kent
Duration	Casual
Work Hours	Casual
Reporting to	Examinations Officer
Salary	KR3 £11.04 per hour plus holiday pay
Pension	LGPS



## About the Role

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 or 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. 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:

- Setting up the examination venues by placing candidate numbers, booklets, examination papers, stationery, and equipment at desks in accordance with strict procedures.
- Implementing the exam rules and regulations and remaining vigilant throughout the examination duration.
- 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.
- Invigilating carefully, making sure that candidates do not talk inside examination venues and responding to any examination irregularities immediately.
- Checking attendance during examinations, recording details of late arrivals, and ensuring that proper seating plans are followed.
- Escorting candidates during toilet breaks as required and detecting any unauthorized materials inside the examination hall.
- Delivering and collecting scripts carefully at the start and end of the examination in accordance with strict examination procedures.
- 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.

# Person Specification



## Qualifications and Experience

GCSE or equivalent level, including at least a Grade C in English and maths	X
Previous experience of invigilating exams	X
Previous experience of working with confidential data and paperwork	X
Previous experience of following set procedures and instruction	X

## Skills and Knowledge

Excellent communication and organisation skills	X
Professional attitude to colleagues, students and the working environment	X
Flexible and willing to help with various activities	X
Able to work without close supervision and enjoy working on own initiative	X
Able to work effectively with other colleagues	X
Good attention to detail	X
Good time-keeping skills	X
Ability and confidence to speak in front of a group of students	X

## Personal Qualities

Work as part of a team, sharing working knowledge and skills.

Work flexibility, able to rearrange work plans in relating to changing priorities.

Interact sensitively with other workers and students.

To show an interest in the ethos, mission and values of the Trust and demonstrate this in all work activities.

All Essential Criteria

E = Essential

D = Desirable



### Required to start ASAP

An exciting opportunity has arisen for a candidate of exceptional ability to join our Exam Invigilation team as a Casual Exam Invigilator in this over-subscribed and successful high school.

The school has an existing reputation for high quality education with a relentless focus upon high expectations and aspirations.

We are a friendly, dynamic and innovative school and pride ourselves on our commitment to ensuring student progress through high quality teaching and learning provision for all. The successful applicant will share these values and play an active part in delivering on this commitment.

We would love to hear from you if you:

- ♥ Want to work in a supportive and caring environment
- ♥ Are committed to enabling every student to achieve the very best they can
- ♥ Are an ambitious professional



## How To Apply



If you are interested in this position and would like to have a more detailed conversation or arrange a visit to the school before making the decision to apply for the post, please contact:

**[HR@aletheiastrust.org.uk](mailto:HR@aletheiastrust.org.uk)**  
**01474 533 082**

To apply for this role, please complete our [Online application form](#)



Aletheia Academies Trust 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.

Please click here to view [Our Trust policies](#) or [Our recruitment of Ex-Offenders policy](#).





## Contact Us

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