



# Examinations Invigilator

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## Application Pack

[Letter from Headteacher](#)

[About St Gregory's Catholic School](#)

[School vision and values](#)

[School intent statement](#)

[Role description](#)

[Job description](#)

[Person specification](#)

[Application process](#)

Kent  
Catholic  
Schools'  
Partnership



'Academies in Christ'  
Part of the Archdiocese of Southwark

***Every child is known and loved***

# *Letter from the Headteacher*

Dear Prospective Candidate,

Thank you for your interest in this exciting opportunity to join our dynamic team of dedicated professionals striving to provide our students with the very best Catholic education possible.

Our mission is clear and profound: to provide every student in our care with a world-class Catholic education, ensuring they are embraced by our inclusive and loving community. At the heart of our educational philosophy is the belief that **every child is known and loved**. Inspired by the life of St Gregory, we strive to empower our students, teaching them to understand their own unique value and dignity. Through this understanding, they can recognise and realise their God-given potential.

We aim for our students to become servant leaders, guided by principles of empathy and integrity, making unique and positive contributions to society and the world. We hold ambitious expectations for our students and challenge them to strive for the very best they can achieve. We enable our students to take personal responsibility for their education and development, overcoming barriers and owning their actions so that they can be rightly proud of their achievements.

At St Gregory's, we are dedicated to creating a safe environment for our students so that they can be themselves with confidence. Clear expectations are provided, allowing them to flourish academically, emotionally and spiritually. Our commitment to truly knowing each student enables us to provide a nurturing atmosphere where they can grow and thrive.

Central to our educational approach is the emphasis on personal and spiritual development. Opportunities for prayer, reflection, and collective worship form an integral part of school life. Through these experiences, students gain a deeper understanding of themselves and their spiritual formation. We encourage them to reflect on their lives, their beliefs, and the unique role they play in the world around them.

By joining us, you will play a crucial role in shaping the educational journey of our students. We would be delighted to discuss how you could become a part of our dynamic community, where a commitment to excellence, inclusivity and the values of our Catholic tradition defines who we are.

Thank you for considering St Gregory's as the place to inspire and be inspired.

Sincerely,  
Mike Wilson  
Headteacher  
St Gregory's Catholic School



*Every child is known and loved*

# *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 28 academies of which 23 are primary schools and five are secondary schools.

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

In its most recent denominational inspection in June 2024, St Gregory's was judged as 'Outstanding' for Catholic Life and Mission and 'Good' for both Religious Education and Collective Worship and, in its latest Ofsted inspection in October 2024, the school was judged as 'Good' in all areas. At the heart of the report is recognition of the school's mission to ensure that 'every child is known and loved' inspectors highlighted a "warm and welcoming environment", where students feel valued, supported and able to thrive.

*Every child is known and loved*

# *School vision and values*

## **Our Vision**

We provide every student in our care with a world-class Catholic education, welcoming them into our inclusive and caring community in which **every child is known and loved.**

We teach students to understand their own unique value and dignity, so they may recognise and realise their God-given potential and, inspired by the life of St Gregory, we empower them to approach the opportunities of their education with vigour. We aim for our students to adopt the role of servant leaders, acting with empathy and integrity to make unique and positive contributions to society and the world.

## **St Gregory's ALIVE values:**

### **Ambition**

Rooted firmly in Catholic teachings, we aim to nurture and guide our students to fulfil their God-given potential so they may achieve success. We support this by providing extensive opportunities in our students' education that include academic, co-curricular, personal and relationship guidance, as well as providing strong role models and teaching moral and ethical values.

### **Leadership**

We strive to be a community of servant leaders, where individuals gain a clear sense of self and purpose, knowing their values and using these to guide how they enrich the community in which they belong.

### **Integrity**

We teach our students to value honesty and have strong moral principles, using their discernment to govern their actions and take responsibility for their choices.

### **Vigour**

Inspired by the life of St Gregory, we empower our students to work with vigour, so they approach all activities and opportunities with effort, energy and enthusiasm.

### **Empathy**

We aim for our students to understand and value the feelings of others and for them to know they are loved and celebrated irrespective of their differences. We also give them the confidence to celebrate their own differences.

***Every child is known and loved***



# *School intent statement*

Our school is a community centred on the Catholic ethos that strives for excellence, and teaches students the knowledge, skills and attributes they require to be effective 'life-long learners'. Students are happy and fulfilled, because they are nurtured in an environment where they are cared for, known and loved, and encouraged to be unique individuals. We pride ourselves on educating students academically, morally and spiritually, to go out into the world as socially responsible and successful individuals who have a strong sense of how they will use their skills and talents to make the world a better place. We do this by providing a curriculum rich in knowledge and skills, focused on strong relationships which encourage shared values and mutual respect.

At St Gregory's we develop young people who think deeply, are knowledgeable and are informed because they understand how to learn and the value of learning. Students make and articulate informed judgements, hold discussions and show compassion and empathy that enables them to make considered decisions and partake fully in wider society. St Gregory's underpins the Kent Catholic Schools' Partnership vision of a rich, child-centred curriculum that fosters a love of learning.

Our ambitious curriculum carefully sequences learning, so that students learn and apply knowledge and skills which are enhanced further with an exciting diversity of enrichment activities. We strive to provide world-class opportunities for our students, and seek to develop the 'whole person'. Our carefully considered curriculum is well planned, well-structured and thoughtfully sequenced, so that long term learning builds. Memory is fundamental and is developed by students thinking hard to retrieve knowledge, spacing concepts and skills in each subject, and interleaving them throughout the curriculum.

With Christ's love at the centre of all that we do, our curriculum aims to develop young people who:

- Are happy and feel fulfilled
- Are curious, enjoy learning and have high expectations for themselves and are ambitious for their futures
- Act as positive role models, guiding others by example
- Can make and articulate informed decisions and take responsibility for themselves
- Approach activities with effort and commitment, showing resilience and perseverance
- Demonstrate respect, compassion and empathy towards the beliefs and values of others

*Every child is known and loved*

# *Job 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 as soon as possible.

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 Catholic School**

- A supportive and caring working environment for staff and students
- As part of KCSP (Kent Catholic Schools' Partnership), our staff have access to excellent training opportunities
- Access to our Fitness Suite
- Access to Kent Rewards which offers a range of local and national discounts in shops and health clubs, as well as discounts on travel, holidays, insurance and Kent Adult Education courses.
- Employee Assistance Programme which offers confidential, practical and emotional support including financial guidance, legal enquiries, counselling, and additional support services



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# ***Job description***

<b>Job Title:</b>	<b>Examinations Invigilator</b>
<b>Salary Grade:</b>	Hourly rate £14.24 (inclusive of holiday pay)
<b>Working Hours:</b>	Subject to exams timetable, within 08:30 am to 04:00 pm
<b>Line Manager:</b>	Examinations Officer

## **Purpose of Job:**

- 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.
- To have a key role in upholding the integrity and security of the examination/assessment process.

## **Key duties and responsibilities**

### **Operational:**

Your role will be to assist and support the Examinations 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.

# ***Job description***

## **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.
- 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

•This job description outlines the main duties and level of responsibility of the post for the time being. It is not a comprehensive or exclusive list and it cannot anticipate future service demands. There is a clear expectation of the post holder that they will make a positive contribution to enhancing and adapting services.



# Person specification

	Criteria	Essential/ Desirable
Faith Commitment	Understanding of distinctive nature of a faith school.	D
	A practising Catholic	D
Qualifications	GCSE English and Maths grade C and above (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 organisational 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



*Every child is known and loved*

# *Application process*

You are welcome to contact HR at [HR@sgschool.org.uk](mailto:HR@sgschool.org.uk) if you would like to visit the school before submitting an application.

For ease of applying, we are happy to accept applications directly via Kent-teach using [CLICK HERE](#)

Should you be shortlisted for interview, additional information may be requested at that time.

**Closing date for applications:** 5 January 2026 at 09:00 am

**Start date:** ASAP

All applicants need to have the Right to Work in the UK to be considered for this role. This vacancy may close on or before the specified closing date depending on the volume of suitable applicants. If you are unsuccessful, we will contact you accordingly

## **Safer Recruitment**

*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.*

*Candidates will be subject to an online search if shortlisted. The search will not form part of the shortlisting process itself and shortlisted candidates will have the chance to address any issues of concern that come up during the search at interview.*



***Every child is known and loved***