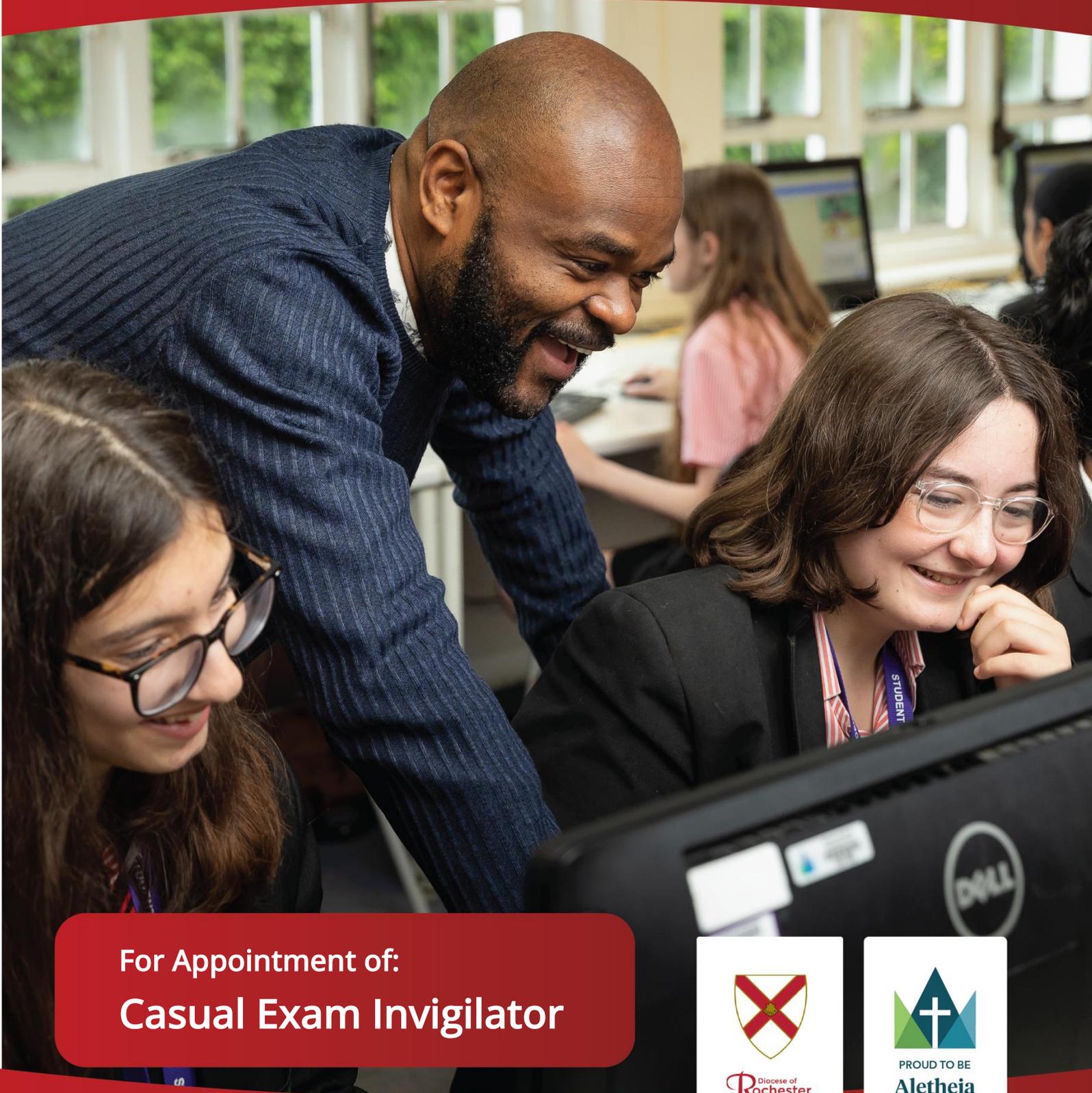




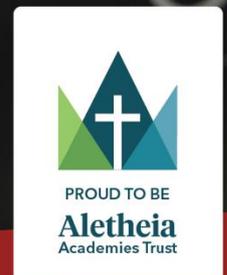
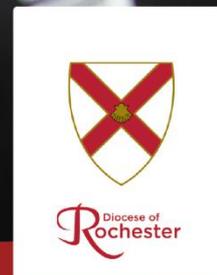
Saint George's
Church of England School

WORKING AT SAINT GEORGE'S C OF E SCHOOL

Join our Team



For Appointment of:
Casual Exam Invigilator





Welcome from Executive Headteacher Simon Murphy

Thank you for your interest in this role at Saint George's Church of England School. I hope the information within gives you an insight into our all-through school and the unique opportunity this position offers.

As a founding member of the Aletheia Academies Trust, our vision is rooted in a determination to improve the life chances of local children. The Trust provides outstanding opportunities for our primary and secondary based staff to connect with others, share good practice, improve their teaching, and develop their own career pathway.

Saint George's is thriving. All stakeholders including governors, parents, staff and pupils work exceptionally hard to create a warm, welcoming and inclusive atmosphere in a school which boasts a fantastic sense of community, continuously improves outcomes for children and families, and holds tightly to its Christian vision and values.

As an all-through school, that sense of community is all the more palpable and I feel very privileged, alongside my colleagues, to see pupils learn and develop from reception classes through to our excellent 6th Form provision.

We look forward to receiving your application and welcoming you to Saint George's.



Welcome from Head of Secondary Phase Matt Lillie

Thank you for taking the time to consider a post at Saint George's. We are immensely proud to be a Church of England school and committed to serving the local community of Gravesham. As an all through school we have the rare privilege of seeing our pupils develop from the age of 4 right up until they reach 19. Improving life chances for local children is at the heart of what we do and something that drives us to continually improve.

Pupils at Saint George's achieve well and are supported by a deeply committed and caring staff body many of whom were once pupils at the school themselves. We pride ourselves on being a highly inclusive school and this is supported by our pastoral and SEND teams who are passionate about inclusion. We seek to encourage every child to find and develop their talents and as such our curriculum is broad, allowing pupils to find the subject that they are passionate about. This is supported by a wide extra-curricular offer including the Duke of Edinburgh Award, an extensive range of sports, creative and performing arts and much more.

If this sounds like a community that you would be excited to join, then I look forward to receiving your application.

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.



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



Diocese of
Rochester

SIAMS INSPECTION 2019



EXCELLENT

Ofsted
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Job Description

Job Title	Casual Exam Invigilator
Location	Gravesend, Kent
Duration	Casual
Work Hours	Casual
Reporting to	Examinations Officer
Salary	Casual Rate 3 - £12.50 per hour
Pension	Local Government Pension Scheme



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



E = Essential D = Desirable

Qualifications and Experience

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

Skills and Knowledge

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

Personal Qualities

Work as part of a team, sharing working knowledge and skills	E
Work flexibly, and be able to rearrange work plans in relation to changing priorities	E
Interact sensitively with other workers, children and parents	E
Show an interest in the ethos, mission and values of the Trust and demonstrate this in all work activities.	E

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:

The People and Culture Team

HR@aletheiatruster.org.uk

01474 533 082

To apply for this role, [please visit MyNewTerm.](#)



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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