



LABORA CUM AMORE

# St Simon Stock Catholic School

## EXAM INVIGILATOR APPLICATION PACK

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Kent  
Catholic  
Schools'  
Partnership



'Academies in Christ'  
Part of the Archdiocese of Southwark



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

# *Letter from the Headteacher*

## **Dear Candidate**

Thank you for your interest in this exciting role within our ambitious and supportive school, which is part 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.

St Simon Stock Catholic School are part of the Education Staff Wellbeing Charter. This signifies our commitment to ensuring that the wellbeing of our staff is fully supported, and commits to placing wellbeing and mental health at the heart of our decision making. We prioritise staff mental health by ensuring all staff have access to tools and resources which may be needed to support them and others.

If you are passionate about making a better world through the power of education and have the skills to help us showcase the work we do, we would love to hear from you.

**Andrea Denny**

**Headteacher - St Simon Stock Catholic School**



*Labora cum Amore ~ Work with Love*

# About St Simon Stock Catholic School

## Welcome to St Simon Stock Catholic School

Located in the heart of Maidstone, Kent, St Simon Stock Catholic School is a vibrant and high-achieving secondary school, proud to be part of the **Kent Catholic Schools' Partnership (KCSP)**—a multi-academy trust of 28 schools dedicated to excellence in Catholic education.

As an **oversubscribed, co-educational school** with a long-standing tradition of academic success, we are home to over **1,100 students**, including a thriving **Sixth Form of 200+ students**, supported by a dedicated team of nearly 100 staff.

At St Simon Stock, we celebrate the rich diversity of our students, valuing the unique cultures and experiences they bring. Our ethos is built on respect, service, and a commitment to helping every student achieve their full potential. Through a strong work ethic, personal responsibility, and service to others—both within the school and the wider community—our students develop the confidence and ambition to succeed in an ever-changing world.

We are proud to be rated **'Good' by Ofsted** and **'Outstanding' in our most recent denominational inspection**, reflecting our unwavering dedication to academic excellence, personal growth, and spiritual development.



*Labora cum Amore ~ Work with Love*

# *Role description – Exam Invigilator*

We are seeking to increase our team of Exam Invigilators throughout the academic year and on an ad hoc basis. Hours are variable and would be from 8.30 am – 4.30 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.

The Role: Duties include 1-2-1 and/or large cohort exam invigilation support 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 have a keen eye for rules (JCQ Regulations) and be able to work independently and value Team support 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.

St Simon Stock are part of the Education Staff Wellbeing Charter. This signifies our commitment to ensuring that the wellbeing of our staff is fully supported, and commits to placing wellbeing and mental health at the heart of our decision making. We prioritise staff mental health by ensuring all staff have access to tools and resources which may be needed to support them and others.



# Job description

## Job Description & Person Specification

<b>Job Title:</b>	Exam Scribe / Reader with Invigilation
<b>Salary:</b>	<b>Hourly rate £15.20</b> (inclusive of holiday pay)
<b>Line Manager:</b>	Exams Officer

### Purpose of Job:

1. To support students where an exam access arrangement states an individualized approach to support.
2. 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.
3. To have a key role in upholding the integrity and security of the examination/assessment process.

### Principal Responsibilities:

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.
- To scribe for a student assigned exam access arrangement.
- To read for a student assigned an exam access arrangement.
- To support smaller exam rooms as and when required.

### 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.

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:



# Person specification

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.

## Person Specification

	Criteria	Essential / Desirable
<b>Faith Commitment</b>	Understanding of the distinctive nature of a faith school	D
	A practicing Catholic	D
<b>Qualifications</b>	English and Mathematics GCSE at C grade or equivalent.	E
	Exam invigilator training.	D
<b>Knowledge &amp; Experience</b>	Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety.	E
<b>Skills, Qualities &amp; Abilities</b>	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

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

For ease of applying, we are happy to accept applications directly from Kent Teach:

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

**Closing date for applications: Monday 11th May 2026 at 09:00**

**Interviews to be held: TBC**

**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 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.*

*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.*



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