



# Job Pack

## Examinations Invigilator

£10 per hour (plus holiday pay)



**Weald of Kent**  
Grammar School

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## About Us

Weald of Kent is a selective Girls' Grammar School for 11-18 year olds with a roll of approximately 1800 students including our co-educational Sixth Form. The school is one of the highest performing schools in the country. We aspire to excel at everything we do. Owing to our continued success we are thrilled to have been given permission by the Secretary of State to expand and mirror what we deliver at our Tonbridge campus in a campus at Sevenoaks, which opened in September 2017. In addition to the exciting new facilities, we have also invested in our Tonbridge campus which now has a state of the art Sports Hall and university style Sixth Form Study Centre with a new science block being built this year. Both campuses are situated in beautiful rural settings with far reaching views across the Garden of England with excellent transport links.

## Results

We are, once again, exceptionally proud of the magnificent performance that has led to some wonderful results both at GCSE and A Level. Our examinations data from 2019 records the average GCSE grade was above a Grade 7 and our Progress 8 was well above average at 0.95. We also enjoyed superb A Level results with 67% of our students achieving A\*-B grades in 2019. The average was a Grade B and our Level 3 value added was above average at 0.12. Our aim is for students to achieve high academic results whilst still affording them a platform to extend their personal qualities, talents and interests. Result statistics were not published for the 2020 or 2021 cohorts.

## Staff Development Opportunities

We are passionate about staff development. Individual Development Plans are tailored to help and support staff in new positions, existing posts and preparation for promotion. A whole range of developmental and capacity building training is available, supporting staff to develop their skills and professionalism. This includes opportunities such as:

- A personalised induction programme
- CPD days and a range of workshops
- Performance development programme
- Mentoring-Coaching programme
- Relevant external courses and training

## The Team

All Staff are extremely school supportive and work exceptionally hard. Their commitment has secured higher standards across all areas of the school. Teams work effectively and closely within a framework that encourages rigorous self-reflection. All staff contribute to the school's self-evaluation process, the identification of priorities and very importantly the delivery of our ambitious targets. The use of mentoring/coaching approaches has been strengthened and a significant number of ideas have grown through the Investment in Excellence programme adopted.

We are all motivated and inspired by the students who have boundless energy and enthusiasm for learning in the classroom. This level of engagement is equally replicated in the way they respond to the vast array of extracurricular activities we offer. Weald of Kent Students "walk the talk" and at any Key Stage they can confidently compile a CV that clearly demonstrates academic excellence and personal success.

Examinations Invigilators are an essential team within the school. They oversee and supervise all the examinations and ensure that all JCQ guidelines and regulations are followed ensuring the integrity and security of the whole examinations process.

## The Post

<b>Job Title:</b>	Examinations Invigilator	<b>Reports to:</b>	Examinations Officer
<b>Team:</b>	Examinations	<b>Pay:</b>	£10 per hour, plus holiday pay
<b>Start date:</b>	To be confirmed		

### Purpose

To oversee and supervise examinations and to ensure that all JCQ guidelines and regulations for the integrity and security of the examination papers and procedures are strictly adhered to during examination sessions.

### Specific responsibilities

- To assist in the setting up of examination rooms
- 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

### **Commitment**

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.

## About You (Person Specification)

	Essential	Desirable
<b>Skills &amp; Knowledge</b>		
Able to communicate effectively, orally and in writing	✓	
Ability to follow written procedures to carry out tasks	✓	
Awareness of Data Protection issues	✓	
Attention to detail	✓	
High level of security and confidentiality awareness	✓	
High level of customer care awareness	✓	
Good working knowledge of relevant policies/codes of practice and awareness of relevant legislation	✓	
Effective use of ICT	✓	
Very good numeracy/literacy skills	✓	
<b>Personal Attributes</b>		
Have a positive approach to education with a desire to succeed	✓	
Energy, enthusiasm and perseverance	✓	
Reliability and integrity	✓	
Good interpersonal skills	✓	
Professional appearance and manner	✓	
Capacity to work hard, under pressure, to meet deadlines and manage time effectively	✓	
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	✓	
Flexibility over working hours	✓	
Suitable to work with children	✓	
<b>Equal Opportunities</b> – A commitment to inclusive education	✓	

## The Package

**Salary:** £10 per hour, plus holiday pay

**Benefits:** Free on-site parking (subject to availability) and free refreshments.

**Contract:** Invigilators are employed on a casual relief contract, on a sessional basis.

Weald of Kent Grammar School is located on two sites; Tonbridge and Sevenoaks. The successful candidate will be required to work across both sites.

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## The Application Process

Application forms can be found on our website and should be sent to [HR@wealdgs.org](mailto:HR@wealdgs.org) or posted to the school. Please include a 1-2 side of A4 application statement or letter of application. The communication should set out how your proven relevant experience relates to this role.

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.

## Dates:

Closing date for applications: 1 November 2021, 9am\*

Interview day: To be confirmed

*\*Interviews and appointments may be arranged where a suitable candidate is found prior to the closing date.*

*The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.*

