



St Gregory's Catholic School  
Kent Catholic Schools' Partnership



## Exam Invigilators

## Application Pack



## St Gregory's Catholic School

### Contents

Letter from the Executive Principal .....	2
Role Description .....	3
Application Process .....	3
Safer Recruitment .....	3
Job Description & Person Specification .....	4



**St Gregory's Catholic School**  
Kent Catholic Schools' Partnership



**Letter from the Executive Principal**

Dear Candidate,

Thank you for your interest in this exciting role within in our ambitious partnership of two secondary schools in the West Kent Cluster 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.

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.

Kind regards

**Mike Wilson**

**Executive Principal**

**St Gregory's Catholic School & St Simon Stock Catholic School**



## St Gregory's Catholic School Kent Catholic Schools' Partnership



### Role 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 from January 2022.

#### **The Role:**

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:

- A supportive and caring working environment for staff and students
- Training opportunities are provided for all staff
- Access to our Fitness Suite
- Kent Rewards Scheme

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.

**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.

### Application Process

Please contact the school at [HR@sgschool.org.uk](mailto:HR@sgschool.org.uk) to obtain an application form or download it from our website [here](#).

Application Deadline: 13<sup>th</sup> December 2021

Interviews: TBA

If you wish to visit the school before applying or require any support with your application, please contact [HR@sgschool.org.uk](mailto:HR@sgschool.org.uk)

### Safer Recruitment

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## Job Description & Person Specification

<b>Job Title:</b>	Exam Invigilator
<b>Salary:</b>	<b>Hourly rate £10.69</b> (inclusive of holiday pay)
<b>Line Manager:</b>	Exams Officer

### Purpose of Job:

An Invigilator is responsible for maintaining the security of the question papers at all times and conducting examinations in accordance with examination board regulations. An Examination Reader and/or Scribe helps ensure that students with disabilities, medical conditions or specific learning difficulties are able to fully express their knowledge in an exam setting.

### Principal Responsibilities

The following duties will vary according to the requirements of the individual student, however typical duties include:

- Providing reading support to a student during exams, including reading aloud exam questions verbatim when asked and reading aloud the student's written answer verbatim when asked.
- Providing scribing support to a student during exams, including writing exactly what the candidate says.
- Having a clear speaking voice.
- Having clear, accurate and rapid hand writing.
- Providing practical support to a student during exams with drawing or describing graphs, table and charts as 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: 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.



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Subject Leader	Date	Post Holder	Date
	Click or tap to enter a date.		Click or tap to enter a date.

	Criteria	Essential / Desirable
<b>Faith Commitment</b>	Understanding of the distinctive nature of a faith school	E
	A practising 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 pupils	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	