



Queens Park High School Exam Invigilators

Casual contract
Salary Grade 2, SCP 1 – SCP2 : £17,842 - £18,198 full-time
equivalent, hourly rate £9.25 to £9.43

QPHS are looking to recruit reliable and enthusiastic exam invigilators to work within our existing team to assist with the running of all internal and public examinations. The role would suit applicants who prefer to work flexible daytime hours during term time. No experience is required as full training will be provided.

Queen's Park High School is a smaller than average 11-18 comprehensive school beautifully situated, close to the heart of the historic city of Chester. In April 2017, the school converted to become an academy within The Learning Trust, working in close partnership with Christleton High School and Chester International School. Our school vision is '*Inspiring Individuals, Empowering Minds, Defining Futures*' and we strive constantly to improve the quality of our students' classroom experiences in the pursuit of outstanding learning. There is a strong ethos of teamwork, sharing of good practice and a commitment to providing the best opportunities to ensure the success of our students at all levels across the school.

For an application form and full information about the position please visit our website [link](#)

Closing date for return of application forms is 12pm on Friday 28th January 2022.

Interviews will be held the week commencing 31st January 2022.

If you would like to find out any further information about the post or the school, please contact Andrea Nancollas a.nancollas@qphs.co.uk in the first instance.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants for all posts will be subject to vetting checks.

The successful candidate will be subject to stringent checks and induction processes including 'prohibition from teaching' and 'CRPS' checks.

The ability to converse at ease with others in accurate spoken English is essential for the post.

Inspiring Individuals • Empowering Minds • Defining Futures

QUEEN'S PARK HIGH SCHOOL, QUEENS PARK ROAD, CHESTER CH4 7AE

T: 01244 257088 | E: enquiries@qphs.co.uk | W: www.qphs.co.uk | [t@qphschester](https://twitter.com/qphschester)

Headteacher: Mr Tom Kearns



JOB DESCRIPTION

JOB TITLE	Examinations Invigilator
RESPONSIBLE TO	Examinations Officer

BASIC JOB PURPOSE

- To undertake examination invigilation as required for external examinations and internal assessments / tests in accordance with the requirements of the relevant Examination Board, JCQ and the School's procedures.
- To uphold the school ethos and set high standards in all areas of work.

MAIN RESPONSIBILITIES

Key tasks	To assist with checking, preparation and set up of exam rooms, prior to arrival of students.
	To check the identity of candidates, complete attendance registers and distribute examination papers.
	To supervise candidates in the examination room, minimise disruptions and distractions and maintain examination conditions throughout.
	To assist candidates as appropriate with additional supplies of paper and stationery.
	To monitor the efficient timing of the exam to required standards.
	To collect, check in and maintain integrity of examination papers at the end of the exam.
<p>Notwithstanding the detail in this job description, in accordance with the School's Flexibility Policy the jobholder will undertake such work as may be determined by the Examinations Officer / Headteacher / Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.</p>	

PERSON SPECIFICATION: EXAMINATIONS INVIGILATOR

Qualifications Good general education: Minimum, 5 GCSEs grade A* - C, including English and Mathematics.

Availability Good availability for the main exam seasons, i.e. during May, June and November, (main external exams); November, December and April, (mock exam season). Availability for at least 6 out of 10 sessions per week during these months. A session generally runs from 8.15am – 11.30am in the mornings, or 12.30pm – 3.45pm in the afternoons, (these times can vary though, particularly during the main exam season).

IT Skills A good working knowledge of Microsoft Word is desirable, but not essential.

Personal Qualities Display an open and approachable manner, having an enthusiastic approach to work along with a cheerful attitude and a good sense of humour.

Smart, professional and business-like image, reflecting the ethos of the school.

Impeccable integrity and commitment to confidentiality.

Excellent interpersonal skills, with an ability to communicate well with students and staff.

Experience of working with young people is desirable, but not essential.

Good organisational skills with the flexibility to adjust to the demands of a busy examinations season.

Confidence to take responsibility for own tasks, with support from the Lead Invigilator and Examinations Officer, when needed.

An aptitude to learn quickly and adapt easily.