



**Exam Invigilator**  
**Queen Elizabeth's Grammar School**  
**Relief**  
**Scale 2 - £12.81 per hour (£24,727 FTE)**

QEGSMAT are seeking to appoint an enthusiastic Relief Exam Invigilator to join our hardworking and high achieving team at Queen Elizabeth's Grammar School.

As an Exam Invigilator the purpose of your role will be to assist the Examinations Officer to ensure that all internal and external examinations are conducted in accordance with the JCQ Regulations and Examination Board Standards.

Nestled in the picturesque Derbyshire Dales in the idyllic town of Ashbourne, Queen Elizabeth's Grammar School, Ashbourne is an academic and vibrant rural comprehensive school with a very successful Sixth Form.

Queen Elizabeth's Grammar School is a proud member of QEGSMAT. The Trust's values are for students to 'Question, Explore; Give; and Succeed'. Our exceptional staff, strong leadership, motivated children, as well as excellent facilities, provide the successful formula for this.

At QEGSMAT we believe and promote that exceptional workforce creates exceptional results; they transform lives and transform futures. We support every pupil to achieve their full potential and become a confident, resilient, and compassionate individual who can make a positive contribution to society.

**Why work for us?**

- At QEGSMAT, we value the hard work and dedication of our team members, and as such we believe that progression should be a simple process. That's why we are proud to offer an Automatic Pay Review program, rather than the traditional annual pay and performance review, as part of our comprehensive benefits package.
- Continual access to CPD opportunities. QEGSMAT works with a large number of organisations to develop staff to fulfil their aspirations and potential. We are committed to providing first-rate training and development to all our staff within this evolving Trust.
- We are committed to promoting equality, challenging discrimination, and developing community cohesion. We welcome applications from all sections of the community.
- QEGSMAT is a recognised Disability Confident employer.

- All staff have access to our Employee Assistance Programme which provides confidential, independent and unbiased information and guidance 24/7. This can also include bespoke counselling sessions for staff if needed.
- All roles are subject to nationally agreed terms and conditions of service.
- Access to the Local Government Pension Scheme (LGPS) with employer contributions of 23.4% for Derbyshire support staff.
- Family-friendly policies.
- Access to Flu Vaccines.
- Opportunity to work flexibly.
- Access to 750+ discounts on everyday essentials via our benefit package with Vivup



QEGSMAT is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is a criminal offence to engage or seek to engage in regulated activity or regulated work with children, if you appear on the DBS barred list. All appointments are subject to an Enhanced DBS check and be eligible to work in the UK.

Further information about our commitment to Safeguarding can be found - <https://www.qegsmat.com/documents/safeguarding>

Please be aware, the Trust may also consider performing an online presence check as part of their pre-employment checks.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any cautions, convictions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

If you are interested and wish to have an informal conversation to discuss the role or would like to visit the school, to arrange this, please call Sarah Smit on 01335 343685.

Further details about our school can be found on our website: <https://www.queenelizabeths.derbyshire.sch.uk/>

To apply for this position, please visit <https://qegsmat.face-ed.co.uk/vacancies>

<b>Closing date for applications:</b>	<b>Sunday 9<sup>th</sup> March 2025</b>
<b>Interview date:</b>	<b>13<sup>th</sup> &amp; 14<sup>th</sup> March 2025</b>
<b>Salary:</b>	<b>Scale 2 - £12.81 per hour (£24,727 FTE)</b>
<b>Potential Start date:</b>	<b>ASAP</b>



## **JOB DESCRIPTION**

<b>Post Title:</b>	Relief Exam Invigilator
<b>Reporting to:</b>	Examinations Officer
<b>Scale:</b>	Scale 2 Point 4
<b>Disclosure Level:</b>	Child Workforce - Enhanced, Childs Barred list

### **DUTIES AND RESPONSIBILITIES:**

#### **Main Duties**

- Assist with the arrangement and distribution of examination materials in the examination room
- Ensure that students are seated correctly during examinations
- Complete examination attendance sheets accurately
- Read examination instructions to candidates before examinations begin (Lead Invigilator)
- Responsible for the security of examination papers/scripts outside of the Examinations Office
- Provide advice and information to candidates as required in accordance with JCQ guidelines
- Be aware of candidates in the examination room who may need Access Arrangements, and those candidates who sit the examination elsewhere in the school
- Be aware of JCQ definitions of malpractice, be vigilant towards any such behaviour during examinations and report instances of malpractice to the Examinations Officer
- Report to the Examinations Officer any incidences of malpractice by candidates and a willingness to be involved in the malpractice process
- Eliminate noise outside the examination room as far as possible
- Provide guidance to candidates in the event of evacuation of the premises
- Check that student details are correctly completed on examination materials at the end of each examination
- Collect examination scripts and papers at the end of each examination
- Assist Examination Board officials in their inspections
- Attend training sessions for invigilators in school as required
- Complete any other required duties at the discretion of the Examinations Officer

## **Professional Development**

### **The post holder must:**

Maintain confidentiality and observe data protection and associated guidelines where appropriate;

- Maintain an awareness of Safeguarding Children and Child Protection;
- Understand and comply with the Trust's Health and Safety Policy in the performance of their duties and responsibilities;
- Carry out the duties of the post in compliance with the academy's Equal Opportunities Policy;
- Understand and comply with all other relevant academy policies;
- Take an active part in appraising their own work against agreed priorities, targets, professional development and supervision arrangements;
- Undertake any necessary training associated with the duties of the post;
- Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.



## Person Specification – Examination Invigilator

Criteria	Essential	Desirable	Evidence
Qualifications	<ul style="list-style-type: none"> <li>• Good standard of education</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in an educational environment</li> </ul>	Interview
Experience	<ul style="list-style-type: none"> <li>• Effective oral/written communication skills</li> <li>• Numeracy</li> </ul>	<ul style="list-style-type: none"> <li>• Exam Invigilation Experience of the examination process</li> </ul>	Interview
Knowledge		<ul style="list-style-type: none"> <li>• Understanding of the examination process</li> </ul>	Interview
Personal attributes	<ul style="list-style-type: none"> <li>• Good interpersonal skills</li> <li>• Professional approach to work</li> <li>• Accuracy and attention to detail</li> <li>• Ability to work under pressure to deadlines</li> <li>• Ability to make decisions</li> <li>• Discretion/confidential</li> </ul>		Interview