



Wisdom Service Hope

St Mary's and St John's CE School

"With God, all things are possible" (Matthew 19:26)

Primary Headteacher: Aaron Doherty
Co-Principals: Hannah Mason and Alice Thomas

Wren Academies Trust
Chief Executive Officer: Gavin Smith

Job Title: Examination Invigilator
Reports to: Examinations Officer
Salary: £14.06 per hour plus holiday pay
Location: Stamford Raffles Campus, Downage, Hendon, NW4 1AB
Contract: Casual

St Mary's & St John's CE School is an all-through School situated across three sites in the heart of Hendon, Barnet. We are looking to appoint a number of invigilators/readers to join our team supervising students and to act as a reader where needed during internal and public examinations.

The successful applicants should be reliable, conscientious, able to commit to the role at short notice and able to maintain confidentiality at all times. Previous exam invigilating experience is not essential, although an understanding of the regulations and importance of examination procedures would be helpful. We are looking for someone with a good sense of humour and a friendly but assertive manner.

The days and hours of work will vary depending on the requirements of our school.

Full training will be provided to meet the requirements of the JCQ guidelines.

St Mary's & St John's CE School successfully provides a high-quality education and academic achievements for the children and young people from Nursery to Sixth Form. We are proud to be a diverse, multi faith, harmonious school, with a distinctive Christian ethos, resolute in the belief that "With God, all things are possible". In a changing world our values; Wisdom, Service and Hope, define us, strengthen relationships with our parents and children, and provide guiding principles that enable us to deliver academic excellence and promote self-discipline and resilience.

Please contact Mrs Ryan HR and Office Manager (recruitment@smsj.london) for further information or a confidential discussion.

Applications will be considered as they are received.

We reserve the right to close the application process early if suitable candidates apply.

St Mary's and St John's CE School is committed to the highest standards of safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our recruitment process follows the keeping children safe in education guidance. Offers of employment may be subject to the following checks (where relevant): childcare disqualification Disclosure and Barring Service (DBS) medical online and

social media prohibition from teaching right to work satisfactory references suitability to work with children You must tell us about any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. The school embraces diversity and promotes equality of opportunity. We wish to further develop a diverse community and encourage applications from all sections of society.