



Alcester Grammar School

Exams Invigilator

Term Time Only Role

Casual Hours Contract- flexible hours as required by the School

Given the nature of the examinations schedule, this position is not guaranteed hours, which means you will be working on a casual basis, being hourly paid on a zero hours contract. Hours will be spread across the school year but worked within examination periods. A degree of flexibility on the part of the postholder is therefore essential. Hours will be pre-arranged in advance.

Role Salary: AGS A:02 currently £12.65 plus 12.07% holiday pay = £14.18 per hour. Plus Local Government Pension Scheme, optional.



Welcome from the Principal



Thank you for showing an interest in working at Alcester Grammar School.

We are one of the country's highest performing state schools, and we pride ourselves on being an uplifting place to work and study, and a community where everybody is happy and valued.

Forward-thinking, selective and co-educational, AGS is a truly special, unique and outstanding institution that offers a rich, ambitious curriculum and a broad all-round education, supported by outstanding pastoral care. When you visit, you will be impressed by a warm and purposeful atmosphere, underpinned by the dedication and talent of the staff and the positive attitude and enthusiasm of the students. As well as our focus on academic achievement, we are committed to enhancing enjoyment and interest in learning in the broadest sense, with a real focus on developing individual talents.

This is a rare opportunity to join a school where you can indulge your creativity, refine your skills, and enjoy an atmosphere that respects your professional autonomy. We are fully committed to staff development and CPD.

For more information about the role please do read through this pack - or contact me at any point at r.thorpe@alcestergs.com. I look forward to receiving your application.

Thank you again for your interest in the post - please don't hesitate to get in touch

R Thorpe

*Nurturing aspiration, achievement,
and opportunity for all*



Rachel Thorpe - Principal

Why work at AGS?



Why do AGS staff generally stay so long and describe the school as the best that they have ever worked in?

- At AGS teachers have the **freedom to teach**. Students have a thirst for learning, they are highly motivated and engaged. Teaching at AGS is **fun and rewarding**.
- A culture of **professional autonomy** and a dedicated support staff - you join a real '**AGS Family**'.
- We recognise that our staff (like our students) have other commitments away from school and are entitled to a **healthy work-life balance** and we support our staff with family or other commitments wherever possible.
- **High quality bespoke CPD** is provided for all staff - we are committed to supporting professional development.
- We are located in a highly convenient location in South Warwickshire, just over half an hour's drive from Birmingham and easily commutable from Worcester, Stratford, Coventry, Warwick or Cheltenham. It is a **beautiful part of the country** with superb amenities and eminently affordable housing. Anybody joining us is likely to see not just a significant increase in the quality of their professional life, but a commensurate increase in the quality of life outside of school.
- Free **onsite parking, onsite gym and multi-faith prayer room**



'The new principal and senior team provide exceptional leadership' (Ofsted 2022)

Job Description



Job Title: Exams Invigilator

Department: Examinations

RESPONSIBLE TO: Exams Officer

You **must** be available to work during the main examination times, mostly during November, January, March, May and June, with extra days possible at other times of the year as required.

It is essential that you commit to your availability during May & June.

You will need to be flexible, punctual, reliable and able to understand and follow instructions.

The Main Purpose of the job:

- To invigilate a range of school and external examinations.
- To ensure the smooth running of examinations.
- To supervise students in the examination room in accordance with JCQ's regulations and school policy regarding protocols and conduct.

Duties and Responsibilities:

- To arrive at the nominated examination venue 45 mins prior to the scheduled examination start time (normal start times are 09:15am and 13:30pm).
- To ensure that the nominated examination room is set out suitably to receive the expected number of examination candidates.

- To ensure that notices to candidates and any other regulations are suitably displayed within and outside the examination room.
- To ensure that only candidates officially entered for the examination are permitted entry and that attendance registers are accurately and legibly completed.
- To ensure that all candidates are supplied with the requisite examination question paper(s) and materials.
- To be familiar with awarding body and school regulations for the conduct of the examination.
- To ensure the candidates comply with any awarding body and school regulations at all times and to formally and promptly report any breach of those regulations to the Exams Officer.
- To maintain the security of examination papers and/or candidate scripts before, during and following the examination.
- To ensure pupils who have access arrangements that these are carried out correctly.
- To supervise candidates if they need to leave the room for any reason, including evacuation.
- To deliver completed candidate scripts and exam materials as requested to the Exams Office.
- To comply with all directions issued by the Exams Officer/Lead Invigilator.
- To be vigilant, but not intrusive, throughout the period of the examination.
- To act in a professional manner at all times.
- To attend and complete all training sessions as required by JCQ for this role.
- To undertake such other duties as may be reasonably required commensurate with the grade of the post.
- To be familiar with the JCQ instructions for the conduct of exams.

Typical Examination timeline and exam related activities for an academic year



September	Administering the 11 +	March	Mock exams
October	University Entrance Tests Mock exams	April	Junior Maths Challenge External exams begin Year 10 internal mock exams
November	Senior Maths Challenge GCSE Maths and English exams Mock exams	May	External exams Internal Y12 exams Lower school exams Year 10 internal mock exams
December	Mock exams	June	External exams Lower school exams
January	University entrance exams Mock exams	July	
February		August	

Recruitment Information



Alcester Grammar School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

Alcester Grammar School is committed to developing a culture of inclusion in our school for the benefit of all staff, pupils and governors. We believe that all staff should thrive irrespective of race, religious beliefs, disability, gender, gender identity, and sexual orientation. We recognise and respect values and difference and we work to remove any barriers which inhibit the development of people, including recruitment and retention.



'Staff are very proud to work at this school' (Ofsted 2022)