

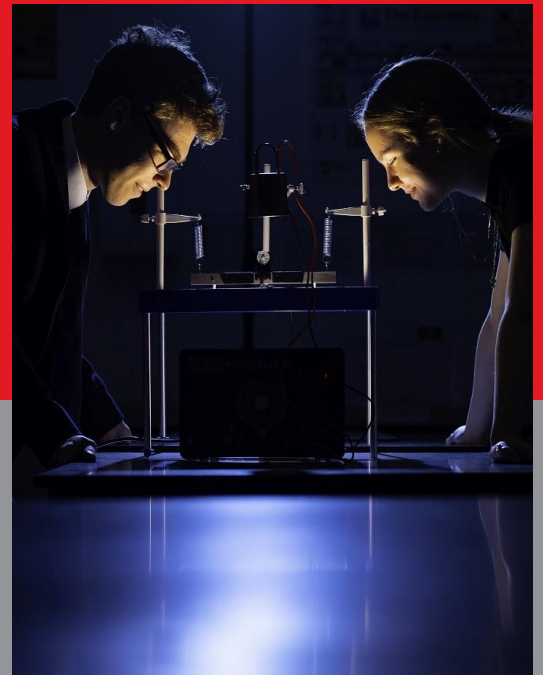


CHESHAM
GRAMMAR
SCHOOL

JOIN OUR TEAM

'Staff are immensely proud to work at this school. They feel valued and supported. Staff, parents and pupils typically describe the school as "a wonderful community".'

Ofsted, March 2025 (Outstanding)



Recruitment pack



CHESHAM GRAMMAR SCHOOL

EXAM INVIGILATOR

| | |
|-------------|---|
| POSITION: | Exam Invigilator |
| TYPE: | Support |
| HOURS: | Flexible hours during term time |
| CONTRACT: | Casual |
| PAY: | £12.47 p/h plus 12.07% holiday pay (inclusive £13.98 p/h) |
| START DATE: | Immediate start |

We are seeking flexible, confident and calm individuals to provide support with exam invigilation across various year groups to include internal and external exams. Working days/hours are flexible to suit the requirement of the exam period and the individual. Experience preferred but not essential.

WORKING AT CHESHAM GRAMMAR SCHOOL:

Chesham Grammar School is one of the largest employers in the town of Chesham. We know that our staff are our most important resource and we try to do all we can to look after them. Our vision is for everyone at CGS to enjoy, achieve and belong. This applies to staff and students alike. Some of the benefits of working at CGS are:

- Engaging, highly motivated and able students
- High staff retention
- Staff social events
- Free on-site parking

APPLICATIONS Please complete an application form via the “mynewterm” portal (follow link: <https://mynewterm.com/school/Chesham-Grammar-School/137091>)

CLOSING DATE FOR APPLICATIONS: Friday 20 March, 2026 midday
INTERVIEW DATE: reviewed and arranged on application

We reserve the right to interview and appoint on application. Early applications are encouraged to avoid disappointment

Red Kite Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment.

Applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service

Our commitment to Equality, Diversity and Inclusion

At Chesham Grammar School, our vision is for everyone to enjoy, achieve and belong. Our commitment to equality, diversity and inclusion is one way in which we seek to fulfill this for everyone in our diverse and vibrant school community

CGS FACTS

1947

School Founded

186

Teaching days per year

1332

Number of students

408

Number of sixth form students

57%

2025 A level A– A grades*

85%

2025 A level A– B grades*

44%

2025 GCSE 8-9 grades

67%

2025 GCSE 7-9 grades



Annual Celebration of Sport Award

19

RESIDENTIAL TRIPS

11

DIFFERENT COUNTRIES

36

Number of staff who have worked at Chesham Grammar School for over 10 years.





CHESHAM GRAMMAR SCHOOL

EXAM INVIGILATOR

| | |
|-----------------|---|
| RESPONSIBLE TO: | Exams Officer |
| PAY: | £12.47 per hour plus 12.07% holiday pay (inclusive £13.98p/h) |
| HOURS: | Flexible hours during term time |
| CONTRACT TYPE: | Support Staff, Casual |
| START DATE: | Immediate |

KEY RESPONSIBILITIES

To invigilate internal and external school examinations for students, ensuring that all regulatory requirements for the conduct of examinations are strictly adhered to.

MAIN DUTIES AND RESPONSIBILITIES

1. To invigilate internal and external examinations
2. To ensure a calm environment to give candidates the best possible opportunity to be successful in their examinations
3. To help make sure that the examination room meets regulatory requirements prior to each examination
4. To help organise candidates at the start and end of each examinations
5. To provide the correct information and material for the successful completion of the examination
6. To ensure that the conduct of the exam takes place within the guidelines of the JCQ booklet "Instructions for conducting examinations"
7. To supervise candidates throughout the whole time the examination is in progress, and give complete attention at all times to this duty
8. To be vigilant to candidates needs during examinations, particularly regarding requests for additional paper, toilet breaks etc
9. To escort candidates from the examination room during examinations if required, eg toilet breaks and in cases of illness
10. To report immediately any suspicious behaviour of suspected malpractice
11. To know the actions to be taken in the event of an emergency such as an emergency evacuation
12. At the end of the examination, to collect all scripts in candidate number order and ensure that they are handed to the correct person
13. To assist with the supervision of candidates during lunch breaks etc, where candidates have exam clashes requiring special arrangements
14. To undertake any other job related activities as requested and appropriate to meet the needs of the examinations

15. To perform all of the above duties in accordance with school policies, procedures and regulations on Equal Opportunities, Health and Safety, Quality Assurance, financial matter and Data Protection Act.

General responsibilities common to all staff

1. To carry out duties as may be required from time to time commensurate with the overall responsibility of the post
2. To comply and actively promote school policies, including behaviour for learning, equal opportunities and Health and Safety
3. To promote positive student conduct. To confront negative student conduct and take appropriate steps to deal with it
4. To be smartly dressed, establish a business like environment and promote excellent relationships and a positive ethos when communicating with students, staff, parents and external contacts
5. To undertake training and development relevant to the post

| PERSON SPECIFICATION | Essential | Desirable |
|--|-----------|-----------|
| EXPERIENCE | | |
| Experience in working within a school environment | | ✓ |
| Experience of working within strict guidelines and regulations | | ✓ |
| Experience of working with young people | | ✓ |
| PERSONAL SKILLS AND QUALITIES | | |
| The ability to work as part of a team | ✓ | |
| The ability to work independently, use initiative but take direction | ✓ | |
| The ability to follow written procedures to carry out tasks | ✓ | |
| Excellent communication skills (oral and written) | ✓ | |
| Excellent interpersonal skills | ✓ | |
| High attention to detail and high level of accuracy | ✓ | |
| High level of security/confidential awareness | | ✓ |
| Working to tight deadlines | ✓ | |
| Awareness of GDPR issues | ✓ | |



HOW TO APPLY

To apply for this position, you will need to complete an application form, which can be downloaded from our website. Completed applications should be sent to Clare Harvell, HR Manager at recruitment@redkiteschoolstrust.org

SHORTLISTING

Subject to the number of applications, shortlisting may take place before the deadline for applications has passed. If you have not heard from us within three weeks of the closing date, you can assume that your application is not being progressed on this occasion.

INTERVIEW

Shortlisted candidates will be invited to interview. The Interview will consist of a panel interview (including a member of the senior team), lesson observation/administrative task and tour of the school. Some roles may have a student and staff panel interview and a written task. Selected candidates may be interviewed by the Headteacher or other members of the management team.

