



# St Mary's School

## Gerrards Cross



## Application Pack

Job Role: Exam Invigilator

Start Date: ASAP

Closing Date: 9am on Wednesday 16<sup>th</sup> October  
2024

Interview Date: W/C Monday 4<sup>th</sup> November 2024

**Early applications are advised as the school reserves the right to appoint at any stage during the application process.**

# Welcome from Headmistress

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St Mary's is quite simply a wonderful school. The experience of each individual student is at the heart of all that we do. Our warm and inspiring environment encompasses a supportive framework where our students, whether in Pre-Prep, Prep, Senior House or Sixth Form, are encouraged to take risks, be creative, think for themselves, learn to make good choices and to embrace a challenge.

All of our students are encouraged to aim for excellence in all of their pursuits, to be kind to each other and look for opportunities to make a difference in the wider world. Students here 'dream big' we prepare our students for their future lives and careers to be compassionate, caring and confident young women.

The opportunities at St Mary's, including those for leadership and co-curricular activities, are wide ranging, the academic and pastoral focus unsurpassed and the ability to tailor your daughter's education unrivalled.

Please visit our website to give you a brief insight into our wonderful school, I do hope you will come and meet us to discuss this teaching role.



Mrs. Patricia Adams, Headmistress

## About St Mary's School

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St Mary's is an independent day school for girls aged 3-18 in the heart of Gerrards Cross, Buckinghamshire.

Founded in Paddington in 1872, the school moved to its present site in 1942. Class sizes average 16-18 and academic outcomes are excellent.

St Mary's School is a warm friendly community where parents, staff, students, and governors work together to ensure that every student exceeds her potential whilst having the time of her life, making memories, and building skills to equip her to be successful through her future years.

Our students leave with the resilience to take on the next challenge, the ambition to follow their dreams and the confidence in themselves to go from success to success in their future careers. Through the pastoral and classroom support she has received at St Mary's, she knows her worth, who she is as an individual, and what she wants to go on to do.

Well-being and happiness of staff and students alike is at the heart of our success – a happy school is a successful school!

Joining St Mary's staff community, you would be welcomed into a supportive, close knit community who can regularly be found spending lunch times in the Senior or Prep staff room, enjoying social time outside of school, competing in the teacher's relay, performing in the school orchestra or at an open mic event, and can even be caught on a space hopper on the lawn on the last day of term!



# St Mary's School Values

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St Mary's is committed to providing an excellent education in a caring, happy environment, where each girl develops self-confidence and exceeds her potential.

Staff and students, alike, are encouraged to find their own SMS Spirit by exploring our huge range of Co-Curricular activities to try new skills and meet new people, explore different learning or teaching techniques in small classes and make friends from Nursery right through to Sixth Form through our House System and whole school opportunities that brings.

Staff are supported in their roles through Department Heads, and SLT links, with well-being at the heart of staff satisfaction and the positive morale which we pride ourselves on. A comprehensive CPD programme allows for staff members to grow personally and professionally and broaden their skills in their specialist areas finding their very own SMS Spirit in their own individual ways.

Our whole school community operates under our TAKE CARE acronym which ensures each individual reaches his or her potential in a supportive and challenging environment.



**T – Team Work** – we work together to ensure we achieve the best outcomes for our students, pastorally and academically, and that as a staff community we work in a supportive, collaborative caring team who have each other's backs.

**A – Ambition** – we go above and beyond in everything we do. We look for the WOW factor at every opportunity.

**K – Kindness** – through our ethos runs the theme of kindness. Everything our staff and students do should consider kindness first.

**E – Enthusiasm** – staff and students alike bring the energy and desire to succeed.

**C – Curiosity** – we always ask why.

**A – Adventure** – work should be exciting, satisfying and thrilling – we are spending time doing what we feel passionately about.

**R – Resilience** – we carry on in the face of challenge, and come out stronger and wiser.

**E – Excellence** – aim for the highest quality in all that we do.

# Why Work at St Mary's?

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- Competitive Salary
- Pension Scheme (TPS or TPT support staff)
- 30% fee Remission at St Mary's
- 25% fee Remission at Thorpe House
- Subsidized staff socials
- Annual pay review



- Hot daily meal
- Use of fitness suite
- On-site parking if available
- Free annual flu vaccine
- Electric Car purchase Scheme
- Cycle to work Scheme

- Full staff induction in Term 1
- Staff buddy system
- Full training and development program
- Equal opportunities for all
- Well-being committee to share ideas



All staff share responsibility for promoting and safeguarding the welfare of our pupils and must adhere to, and comply with, the school's safeguarding and Child Protection Policy at all times.

# The Role – Exam Invigilator

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We wish to appoint a team of Exam Invigilators to support the delivery of our external examinations for students during the Autumn exam periods (November to December 2024) and ensure that all JCQ regulatory requirements for the conduct of examinations are strictly adhered to. You will play a pivotal role in a committed team, maintaining the integrity of our examinations, and make a real impact on the outcomes of our students.

Experience is not required to be an Invigilator as training will be provided, although applicants will be asked to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them.



# Main Duties – Exam Invigilator

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## Main Duties

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and St Mary's School instructions.
- To play a key role in upholding the integrity of the examination process.

## Before exams

- To report to and be briefed by the exams officer prior to each exam session.
- To keep exam papers and materials secure before, during and after exams.
- To ensure exam rooms are set out according to the instructions.
- To admit candidates into exam rooms.
- To identify, seat, and instruct candidates in the conduct of their exams.
- To distribute the correct exam papers and materials to candidates.
- To deal with candidate queries.
- To ensure exam rooms are set out with laptops to facilitate access arrangements for candidates where required.

## During exams

- To supervise candidates at all times and be vigilant throughout exams.
- To keep disruption in exam rooms to a minimum.
- To deal with emergencies or irregularities effectively.
- To record/report any disruption or irregularities.
- To complete attendance registers.
- To deal with candidate queries.

## After exams

- To collect exam scripts.
- To dismiss candidates from the exam room.
- To check candidates' names on scripts match the details on the attendance register.
- To securely return all exam scripts and exam materials to the exams officer.

## Other

- To attend training, refresher or review sessions as required.
- To undertake, where required and where able, other duties requested by the exams officer, for example.
- Supervision of clash candidates between exam sessions.
- Facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided).
- Exams-related administrative tasks.

# Candidate Specification

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<b>Qualifications</b>	NVQ Level 3 Qualification or other relevant qualifications.
	Willingness to attend relevant training courses.

<b>Skills</b>	Willingness to attend relevant training courses.
	Effective oral/written communication skills.
	Basic level of IT skills such as logging in and basic level use of word doc (saving, printing documents, changing font settings).
	Numeracy

<b>Attributes</b>	Flexible and proactive.
	Good organisational skills.
	Good communication skills
	Be a confident and reassuring presence.
	A high level of professionalism in all aspects of work.
	Supportive and sensitive to the needs of others.
	Enjoy working in collaboration with others; a team player.
	Display moral, intellectual and personal integrity and authority.
	Accuracy and attention to detail.
	Ability to work under pressure and to tight deadlines.
	Ability to be calm when faced with difficult decisions.



# Safeguarding

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*St Mary's School is committed to safeguarding and promoting the welfare of children and young people in its recruitment and selection of job applicants. The school expects all staff and volunteers to share this commitment and be willing to undergo checks with the Disclosure and Barring Service.*



## How to Apply

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Please complete an application form which can be obtained from the HR Administrator at [hadmin@stmarysgx.co.uk](mailto:hadmin@stmarysgx.co.uk) or from our website [www.stmarysschool.co.uk](http://www.stmarysschool.co.uk)

Early applications are advised as the School reserves the right to appoint at any stage during the application process. Completed application forms and cover letters must be emailed to [hadmin@stmarysgx.co.uk](mailto:hadmin@stmarysgx.co.uk)

Interviews will take approximately three hours and will be held at the school. As part of the process you will be given a tour of the school and attend a panel interview. You will also be asked to provide documentation confirming your identity and qualifications and a search of an online social media presence may also be conducted as part of due diligence checks.

There is no need to visit St Mary's before applying, as the school website contains plenty of information, photos and all the school's policies. However, if you'd like to see the school in person, you are most welcome to arrange a visit. Interviews will, of course, include a tour. All applications will be acknowledged and interview dates are provided below. References will be requested for all those invited to interview.

**Closing date for applications: 9:00am on Wednesday 16th October 2024**

**Interview date: W/C Monday 4<sup>th</sup> November 2024**

**Hours: Part-Time**

**Salary: £12.40/hour**