

# INVIGILATORS and LEAD INVIGILATORS



**Required - As soon as possible**

**Salary: £12.50 an hour for standard invigilators**

**£15.00 an hour for lead invigilators**

**Term Time only - casual contract**

## Casual Worker opportunity

We are seeking to expand and build up our bank of ad hoc Invigilators for examinations which take place throughout the year. These include public exams in May and June (i.e. A Level and GCSE exams) as well as University Admissions Tests, mock exams, Maths Challenges and end of year exams.

Public examinations are held in the morning and afternoon and the role of the invigilator is to ensure that these are administered according to the JCQ regulations. Mocks and end of year exams have an additional mid-morning slot and these are also run according to JCQ regulations so that students become comfortable with sitting exams in a formal setting as soon as they join the school.

This is therefore a key role within the school and successful candidates must have excellent communication and organisational skills as well as an eye for detail. Experience of invigilation is not required for the standard invigilator role as training in the role and duties of an invigilator will be provided. We also welcome applications from those with previous invigilation experience as we would like to widen our team of lead invigilators who take full responsibility for specific exam rooms leading and supervising teams of standard invigilators within them.

## School Context

Wallington County Grammar School is one of the most successful schools in the country. Our motto is Per Ardua ad Summa, "Through Difficulties to the Heights", which our exceptional students exemplify each and every day. Their success, and that of our staff has been recognised by Ofsted, grading the School 'outstanding' in all areas. This success is born from a strong set of values centred around compassion for one another, commitment to all we do, courage in facing life's many challenges and creativity to succeed in a global 21st century society.

We are a highly selective school, admitting 150 young men from across London and the South East into Year 7 and admitting young women into the Sixth Form. We have a well-balanced, academic

curriculum centred around developing scholarship and creativity which, when combined with innovative and forward thinking pedagogy, makes Wallington County Grammar School, an extremely stimulating environment in which to work.

## Advantages and benefits

- Working with high attaining and committed young men and women;
- Joining an established cross trust team of professionals;
- Access to a Charter Marked CPD programme (Silver Status);
- Amenities and benefits including priority entry for children of staff; onsite parking; Ride to Work Scheme; Employee Assistance Programme and a School gym;
- A firm commitment to staff wellbeing and work life balance;
- A leafy setting on the edge of the beautiful Beddington Park easy access to both central London and the Surrey countryside.

## Application Process

An application pack can be downloaded from the School website at <https://www.wcgs-sutton.co.uk/career-opportunities> Please note an application form **must be** completed for this post and should be returned to [personnel@wcgs.foliotrust.uk](mailto:personnel@wcgs.foliotrust.uk) as soon as possible. Candidates may be called for an interview upon receipt of their application. A Statement of Suitability addressed to the Headmaster is required as part of the application.

***Visits to the School are welcome prior to application. Please contact the WCGS HR Department at [personnel@wcgs.foliotrust.uk](mailto:personnel@wcgs.foliotrust.uk) to arrange an appointment.***

## Closing Date: 9am Friday 19th July

***We reserve the right to interview and appoint immediately should there be a suitable candidate and therefore advise that applications should be submitted as soon as possible.***

### Safeguarding

Folio Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The recruitment process will include an enhanced DBS check, medical screening, confirmation of right to work in the UK and all other pre-employment checks in line with safer recruitment requirements.

### Equal Opportunities

At Folio Education Trust we believe that all individuals are of equal value and we are committed to equal opportunities for all. All people who work and study in the school have the right to be respected and valued within a safe and secure environment and not to be discriminated against on the grounds of age, class, sex, race, disability, sexual orientation and religion or belief.

*Our Candidate Privacy Notice and Child Protection and Safeguarding Policy are published on our website at <https://www.wcgs-sutton.co.uk/career-opportunities>*

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