



ST. CATHERINE'S COLLEGE

A CHURCH OF ENGLAND ACADEMY



Examination Invigilators





Thank you for your interest in joining our team at St Catherine's College.

We are delighted to have the opportunity to share the information for this role with you. We invite you to take a moment to explore our website at www.stcatherines.college, to find out more about us. We hope you find these resources helpful, as you consider this exciting opportunity.

St Catherine's College is situated on the sunshine coast, beautifully set between miles of unspoilt coastline, part of the South Downs National Park, Beachy Head and 1066 country. Eastbourne is a wonderful place to live and work.

As a Church of England Academy and part of the Diocese of Chichester Academy Trust, we are unique in East Sussex. We are committed to putting our students at the heart of everything we do. We believe that by emphasising high standards and firm boundaries, all underpinned by our Christian vision and values, we create a safe and nurturing environment where students can thrive.

St Catherine's College prides itself on forging strong relationships with families, students and staff alike. We are always hugely oversubscribed as a result of the high standards and values we promote.



At St Catherine's College, we take great pride in our talented and highly motivated staff and students. Our team works tirelessly to provide the best possible learning experience, and we value the unique contributions of every member of our community.

We provide a welcoming and supportive environment for staff where we actively promote opportunities for personalised CPD. All our staff are precious to us; their health and wellbeing is of paramount importance and therefore we offer a highly subsidised membership to Benenden Private Medical Healthcare.

Our vision is to prepare our students to excel locally, nationally, and globally, to become independent learners and responsible citizens, and to embrace the challenges of an ever-changing world. We believe that education is not only about academic excellence, but also about nurturing the values, attitudes, and behaviours that enable individuals to learn to live together in a supportive, accepting, and compassionate manner.

We strive to empower every student, regardless of their background, to become an active participant in shaping their community and society. By focusing on life skills such as communication, collaboration, and self-motivation, we equip our students with the tools they need to become confident, aspirational, and resilient individuals.

We are delighted that you are considering applying for this post. We look forward to working together to enable our students to excel and flourish in their secondary education and beyond. As Jesus said, **‘I have come that you may have life, and have it to the full’ (John 10 v10b)**. We believe that by working together, we can help our students achieve their fullest potential.



Staff “set very high standards for students’ behaviour. Students respect these expectations. As a result, behaviour is good in this school and classrooms are calm and purposeful.” *Ofsted*

“There is powerful team camaraderie present in this school. Staff work very well together to help students fulfil their potential.” *Ofsted*

Preparing students to stand shoulder to shoulder with their peers: locally, nationally and globally.

Job description

POST: Examinations Invigilator / Scribe & Reader

PAY: £12.45 per hour

RESPONSIBLE TO: Examinations Officer

Main Purpose of the Job

To participate in conducting external examinations for pupils; ensuring that all JCQ regulatory requirements for the conduct of examinations are strictly adhered to.

To write a pupil's dictated answers to questions. Scribes need to have neat and legible handwriting.

Main Functions

To check the examination room prior to the arrival of candidates

To ensure that a signed record is kept of the seating and invigilation arrangements for any examination session that you participate in.

To carry out checks on the identity of candidates on their arrival.

To take all reasonable steps to ensure that:

- the official examination stationery is issued to candidates and that no other stationery, including paper for rough work, is provided

- candidates take into the examination room only those articles, instruments or materials which are expressly permitted

- candidates have all the necessary material to enable them to complete the examination

To open the packet of examination papers and issue the papers to Candidates.

To give clear instructions to candidates about the conduct of the Examination to ensure that they fully understand what they are required to do.

To supervise the candidates throughout the whole time the examination is in progress and give complete attention at all times to this duty.

To complete the Attendance Register during the examination, in accordance with the instructions of the Awarding Body.

To know the actions to be taken in the event of an emergency

At the end of the examination, to collect all scripts

After collation, to ensure the scripts are handed to the person responsible for despatching the scripts to Examiners.

To collect all unused stationery in the examination room and return it to the Examinations Officer.

To ensure that the room is left in a tidy condition.

To write or word process a pupil's dictated answers to questions.

To speak to the pupil only when spoken to as the pupil should be in charge of the exam, but to ask the pupil to repeat something or let them know if you are unable to keep up with their rate of dictation.

Read back to the pupil what has been recorded and change the recorded material as requested by the pupil.

To draw or add to maps, diagrams, graphs and tables strictly in accordance with the pupil's instructions.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the college as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

We invite you to come and join our friendly team of examination invigilators:

Hours

This is a casual claims only post. Our main exam periods are May and June and December and January. You should be flexible and have good availability in these months.

Pay

Our examination invigilators are paid an hourly rate of £12.45. This rate will increase later this year when the local government pay award is agreed .

In addition to the hourly rate you will be paid holiday pay.

Training

Training is provided, you do not need to have any previous experience of this type of work.

Other benefits

Local Government Pension Scheme

Free parking

Pleasant staff room with complimentary tea and coffee

Amazing staff team

Flexibility with days of work

Person specification

Attributes	Essential	Desirable
Qualifications and training:	Good basic education.	
Knowledge and Understanding:	Basic knowledge of examinations.	Knowledge of Exams procedures.
Experience:	Experience of undertaking a range of clerical and administrative duties.	Experience of working in a school / college. Experience of working with young people. Exam or educational background. Previous invigilation experience.
Skills and Abilities:	Ability to work in an organised and methodical manner. Ability to work as part of a team. Ability to organise examination room. Excellent communication skills. Ability to work under pressure. Ability to demonstrate initiative. Ability to show sensitivity and objectivity in dealing with confidential issues. Ability to present a professional college image.	
Personal Qualities:	A commitment to equal opportunities, inclusion and comprehensive education. Commitment to safeguarding and promoting the welfare of children and young people. A positive and enthusiastic work ethic. Willingness to positively promote the College's aims and ethos. Willingness to participate in further training and developmental opportunities. A flexible approach. Good health and attendance record.	

Your Application

Completed application forms and letters of application should be sent directly to the college addressed to swindsor@stcatherines.college

The closing date for this post is 12 noon on **Wednesday 23 April 2025**

Please note that we reserve the right to consider applications as they arrive.

Please use the standard application form accompanied by a letter of application. We are unable to consider CVs in place of application forms unless you are a person with a disability and a CV is the most convenient method of applying. In your letter of application, you should clearly address the relevant sections of the Person Specification for this post and may find it helpful to use headings.

St Catherine's College is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work. The aims of our Safer Recruitment procedures are to help deter, reject, or identify people who might abuse children or are otherwise unsuited to working with them. An enhanced DBS check is required for all successful applicants. Prohibition and overseas checks will also be completed if necessary.

For more information about this position, to organise a tour of the College or to have a confidential discussion about the role, please contact Sandie Windsor, Head of Personnel, on 01323 465469.

