



NORTHAMPTON SCHOOL FOR GIRLS

Respect for Self | Respect for Others | Respect for Learning

Exam Invigilator

Closing date: Ongoing

How to Apply.

We warmly invite you to arrange an informal telephone or video call so that you can learn more about our wonderful school. Please also take a look at our **website** which will help bring to life the essence of NSG.

Applications are accepted via the school application form (available on the vacancies page) or via TES QuickApply. Please contact the school if you need to request the application form in an alternative format.

We would encourage you to submit your application as soon as you are able as we reserve the right to act on received applications before the closing date has passed.

Closing date: Ongoing

Welcome

Thank you for your interest in joining us at Northampton School for Girls.

We are looking to appoint exam invigilators who are available at set times across the school year when examinations are taking place in school. Examinations are planned to run throughout most of the academic year.

Invigilators play a key role in upholding the integrity of the examination process, ensuring all exams are conducted in accordance with the relevant regulations. You will need to be professional, calm, and organised, with a high level of accuracy and attention to details. Experience of working with young people or in an education setting is desirable but not essential as full training will be provided.

Work is allocated in accordance with the set exam timetable, usually for a morning or afternoon exam session within school hours. We will need you to have some flexibility and there are no minimum hours guaranteed as this is a casual contract.

Northampton School for Girls is a truly remarkable school that students and staff are, rightly, proud to be part of. It has a unique vitality that springs into life as students and staff arrive through its doors. Our school is everything but ordinary and our students never fail to impress us with their achievements and the genuine desire they have to help others. They are incredibly talented, open hearted and courageous and we are unapologetically driven to supporting them to succeed.

Underpinned by our values of **'Respect for Self, Respect for Others and Respect for Learning'**, we provide our students a rigorous and ambitious curriculum which meets the needs of individual learners' talents and interests, building the foundation for their future successes in a fast-changing world.

From its inception in 1915, Northampton School for Girls has recognised and celebrated everyone as individuals and has also embraced the power of the community. Our students recognise the impact they have on others and particularly the responsibility that they have to give of their time, talents and charity to the wider community. We foster an environment where students can expand their minds, think flexibly, develop the skills of leadership that they all have within them, and grow as individuals.

We are a school with an impressive reputation, rich cultural diversity and a long-standing track record of success: we are proud to be Northampton School for Girls.

I very much look forward to welcoming you.

Cristina Taboada-Naya | Headteacher



<https://www.nsg.northants.sch.uk/vacancies>



@NSGPeople



01604 679540



people@nsg.northants.sch.uk

Job Description.

Exam Invigilator

Exam Invigilator hourly rate: £12.91

Lead Exam Invigilator hourly rate: £13.48

Reporting to: Exams Officer

Start date: ASAP

Purpose

Exam invigilators support the Examinations Officer with the day-to-day operation of the exams. They support the exams process, prevent malpractice and ensure that exams are conducted in an atmosphere beneficial to the best performance of each candidate.



Role Responsibilities

Main Responsibilities

- Use seating plans to tell the students where to sit
- Hand out exam papers, ensuring each student has the correct paper
- Report any missing students to Student Services
- Observe and check that students' behaviour confirms to the rules
- Co-ordinate with colleagues to collect completed answers and exam papers
- Count and collate papers and complete records
- Tidy the room and return the exam papers to the Examinations Office.

Whole School Contribution

- To follow the school's policies and procedures for securing the safeguarding and welfare of students and staff
- To contribute to the development of whole school policy, aims and outcomes
- To play a full part in the life of the school community, support the distinct NSG ethos, and encourage staff and students to follow this example
- To attend staff meetings and other meetings with colleagues or parents as appropriate and as reasonably directed
- To carry out duties assigned by members of the Senior Leadership Team

Additional Duties

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out.

Person Specification.

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Experience	Essential / Desirable
• Appropriate level of data protection, security and confidentiality awareness	<i>Essential</i>
• Experience of working as an invigilator • Experience of working with young people, in a school or similar environment • Experience of using a pc for basic administration	<i>Desirable</i>

Personal Skills and Attributes	Essential / Desirable
• Professional, organised approach, focused on delivering a high-quality service • Keeping calm under pressure or during unexpected circumstances • Attention to detail • Friendly and approachable with a positive attitude • Good communication skills • Judging when to seek advice • Being firm but fair at all times • Commitment to the safeguarding of students and everyone within the wider school community	<i>Essential</i>



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