

THE KING'S SCHOOL IN MACCLESFIELD



EXAMINATIONS INVIGILATORS

THE ROLE

The administration of the public examinations in any school is a major undertaking, and one which involves large numbers of students and necessary security procedures. The designated teacher in charge of examinations is the Deputy Head (Academic), who has overall responsibility for the administration of all public examinations. The 2024 summer examination season will run from 9th May to 26th June 2024.

The Examinations Invigilators perform an important role in ensuring the proper and secure running of public examinations and are needed to assist in the management and supervision of public examinations.

The Examinations Invigilators will report to the Examinations Officer who will brief them with regard to the examinations to be taken, timings of examinations, materials for examinations and any variations there may be from the times published on the start of the examination paper.

THE VACANCY

We are seeking to build our existing bank of external invigilators. Due to the nature of the role, the post holder will need to commit to be available ideally for either a morning or afternoon shift, or both. The morning examination session for candidates will start at 9:00 and the afternoon session at 13:30, although the Examinations Invigilators will need to be on duty at 8:30 or 13:00 in order to assist in the setting up of exams. The afternoon examination session is likely to be over by 16:45 although the exact end time will vary on a day-to-day basis. The hours worked will vary over the course of the exam season.

Prior experience is not essential as training will be provided. However, the successful candidate should be flexible and have an interest in ensuring that the exams run smoothly and enjoy working in a school environment. The ability to read and scribe for students with special needs would be advantageous.

TRAINING

As Examinations Invigilators, you will be required to undertake half a day of training per exam season to ensure that you are fully up-to-date with any changes in requirements and also complete an online test. For the summer examination season, the training will take place on Wednesday 24th April 2024 in the morning.

SALARY AND CONDITIONS

RATE OF PAY: £11.06 PER HOUR

REPORTING TO: EXAMINATIONS OFFICER & DEPUTY HEAD (ACADEMIC)

TYPE OF POSITION: TEMPORARY CASUAL

This role will not normally involve unsupervised contact with pupils. However, in the context of his/her employment, the member of staff will frequently be in the presence of children and will therefore have the appropriate level of training in safeguarding.

The school has a strong commitment to professional development and it is a condition of employment that all members of staff participate in any scheme of appraisal, review and professional development currently operating in the school.

Children of members of staff, subject to passing the entrance exam and the availability of places, may be educated at King's with a substantial discount from the Junior Department to the Senior Divisions.

We are a non-smoking establishment and an equal opportunities employer. We value diversity among pupils and staff and encourage applications from all individuals regardless of age, disability, sex, gender reassignment, sexual orientation, race, religion or belief and marriage and civil partnerships.

Potential applicants are urged to read our 'Staff Benefits Booklet', which details further employee benefits and seeks to explain why King's is such a wonderful place to work. It can be found [here](#).

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

APPLICATIONS

If you wish to discuss the post, informally, with Sarah Holliday, Exams Officer, please telephone 01625 260000.

Your completed Application Form should be sent to Human Resources (staffvacancies@kingsmac.co.uk) as soon as possible and by no later than **9.00 am Friday 1st December 2023**. The school prefers the form to be completed electronically. It is available from the school's website: www.kingsmac.co.uk.

We hope to interview during the **week commencing 4th December 2023**. Further particulars of the school and the selection process will be sent to candidates shortlisted for interview.

Thank you for your application and for your interest in the King's School. We regret that we can only write to those candidates short-listed for interview. If you have not heard from us within two weeks of the closing date, please assume that your application has been unsuccessful.

Human Resources
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