



Wakefield Grammar
School Foundation

YOU'LL LIKE THE WAY WE

WORK TOGETHER



EXAM
INVIGILATOR



Information for
Candidates

February 2025

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For further information about the Foundation please visit the website at www.wgsf.org.uk



An Introduction

Wakefield Grammar School Foundation is one of the country's leading families of independent day schools.

WGSF is conveniently located with easy access to the West Yorkshire motorway network and within walking distance of Wakefield city centre. Wakefield Westgate train station is a short 10 minute walk with regular services from Leeds, Doncaster, Sheffield, Huddersfield and London. Additionally, there are dedicated school bus services from Barnsley, Huddersfield, Pontefract and the east of Leeds.

In total the Foundation has around 1,600 pupils and around 400 employees covering both teaching and support staff. Governance comes from a governing body comprising of 11 Governors with a broad range of skills and experience. The Governing board provides robust and conservative governance through a well established committee structure. Total income for the Foundation is around £24m annually, making the Foundation one of the largest groups of independent schools in the region.

The Foundation's Aim

The Foundation has a vision of enabling long lasting contributions to society through a shared joy for learning.

The Foundation is committed to providing education in a supportive, engaging and inclusive environment that inspires individuals to develop their abilities, strengthen their character and fulfil their potential.

The Foundation will maximise the potential and educational opportunity for all those with the academic ability to access the curriculum by encouraging the pursuit of excellence, providing high quality teaching, outstanding pastoral care and an extensive range of co-curricular activities. They will embrace as wide a cross section of the community as possible and support students irrespective of their social or economic background.

At Wakefield Grammar School Foundation we know diversity fosters creativity and innovation. We are committed to quality of opportunity, to being fair and inclusive, and to being a place where all belong.



The Role

Wakefield Grammar School Foundation is looking to appoint a number of Exam Invigilators to join our invigilation team working across both Wakefield Girls' High School and Queen Elizabeth Grammar School.

Our team of Exam Invigilators oversee examinations throughout the year and play a key role in upholding the integrity of the examination/assessment process.

The successful applicants will be expected to conduct examinations in accordance with the Joint Council for Qualifications, awarding bodies and Wakefield Grammar School Foundation instructions. Previous experience is not required as full training will be provided, however, applicants should be flexible, have clear and effective communication skills and be a confident and reassuring presence to candidates in exam rooms.

This role requires you to work flexibly on a supply (as and when) basis. There are no fixed or regular hours of work. The role attracts a competitive hourly rate of pay.

As part of our commitment to safeguarding and promoting the welfare of children, the successful candidate will be required to undertake an Enhanced Disclosure and Barring Check.

Further details and information on how to apply can be obtained from the recruitment section of our website www.wgsf.org.uk/employment-opportunities/ or by emailing the HR Department at hr@wgsf.net



Job Description/Person Specification

Experience

Previous Exam Invigilation experience is desirable but not essential as full training will be provided.

An ideal candidate will:

- Be flexible
- Have effective communication skills
- Be confident and a reassuring presence to candidates in exam rooms

Main Duties

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding bodies, and Wakefield Grammar School Foundation instructions.
- To play a key role in upholding the integrity of the examination/assessment process

Before Exams

- To report to and be briefed by the exams officer prior to each exam session
- To keep confidential 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

During Exams

- To supervise and observe 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 incidents, disruption or irregularities
- To complete attendance registers
- To deal with candidate questions according to the regulations

After Exams

- To instruct candidates in finishing their exams and 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, update 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)
- Other exams-related administrative tasks
- To be aware of and understand the role that all staff have in relation to the safeguarding of pupils and to comply with policies and procedures relating to Safeguarding and Child Protection, reporting all concerns to the Designated Safeguarding Lead.
- To comply with policies and procedures relating to health and safety, security, confidentiality and data protection/GDPR, reporting all concerns to the appropriate person.
- Contribute to the overall ethos of the School.
- Any other duties that may be reasonably required within the grade and scope of the role.

Terms of Appointment

Contract

This appointment is a zero hours contract.

Appointment Date

To commence as soon as possible

Hours of Work

Flexible to meet the needs of the Foundation and Exam timetable

Salary

Hourly Rate £17.16 for first hour of shift worked and £11.44 for any subsequent hours

Pension Scheme

We offer a money purchase pension scheme on commencing employment. Contribution rates are currently 3.75% for the employee and 8% for the employer, based upon gross salary, with an option to increase up to 5.25% and 11% respectively.

Safeguarding Checks

WGSF is committed to safeguarding and promoting the welfare of children and young people.

Pre-Employment Checks

An offer of employment is subject to the receipt of 2 references considered satisfactory to WGSF; a satisfactory DBS (Disclosure and Barring service) check; evidence of eligibility to work in the UK; Prohibition from Management check (If applicable); relevant qualifications and a satisfactory health questionnaire.

Parking

Free on site car parking

Lunches

Subsidised school lunches (term time only).

Other Benefits

- Access to our free 24 hour Employee Assistance Programme
- Cycle Scheme
- Discounted Shopping
- Health Cash Plan
- Eldercare Concierge
- Use of free on site gym facilities
- Family Friendly policies
- Access to an extensive CPD program and opportunities across The Wakefield Grammar School Foundation

How to apply

Further details and information on how to apply can be obtained from our website www.wgsf.org.uk/employment-opportunities/ or by contacting the HR department at hr@wgsf.net.

The closing date for applications is 9.00 am on Wednesday 12 March 2025.

Interviews are expected to be held on Tuesday 18 March 2025.

