



Queen Mary's Grammar School

Headmaster: R J Langton, M A

Exam Invigilator

Required for January 2021

Queen Mary's Grammar School, Walsall is an invigorating and rewarding place to work: the pupils are engaged and committed to study; the staff are intelligent, friendly and forward looking.

We are looking to appoint an enthusiastic, dynamic and dedicated Exam Invigilator to join our collaborative and supportive department. The ideal candidate will be required to provide a high standard of invigilating both internal and public examinations in accordance with regulations laid down by the examining bodies. It is important that the ideal candidate is able to work both independently and as part of a team.

You will ideally have experience of working within an invigilation role within a school context. You are someone who is flexible, able to use initiative and keep calm under pressure or during an unexpected circumstances. You are someone who pays high attention to detail and accuracy. Knowledge of Exam Invigilator regulations would be an advantage but training will be given.

If you would like more information about the role, please contact Simran Sahota (HR Executive) by emailing s-sahota@qmg.s.walsall.sch.uk.

Applications should be made using the application form available from the School website at www.qmg.s.walsall.sch.uk, accompanied by a supporting statement of no more than two sides of A4 in which you should set out how your experience and expertise match the requirements of the role. An applicants' information pack is also available from the School website.

Closing date: Monday 1st November 2021 – 9:00am

Interviews: W/B 8th November 2021

Queen Mary's Grammar school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. Safeguarding and Safer Recruitment Policies can be found on our website. This position is subject to appropriate vetting procedures including a criminal record check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions as part of the recruitment process.