



St Augustine's

PRIORY

'Our Girls Will Change the World'

CATHOLIC INDEPENDENT SCHOOL FOR GIRLS AGED 3-18



Applicant Information

Exam Invigilator

'The quality of pupils' academic and other achievements is excellent'

ISI Inspection Report - November 2021



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Letter from Headteacher

Dear Applicant,

Thank you for the interest you have shown in the post of Exam Invigilator at St Augustine’s Priory and welcome to our inspirational school! Our priorities are to deliver excellence in all aspects of school life and for each of our pupils to live out our mission of “our girls will change the world.”



St Augustine’s Priory is a leading Catholic, independent day school for girls aged 3-18 (with boys in the Nursery). The four parts of the school (Pre-Preps, Preps, Seniors and Sixth Form) are located on the same site. We are an all-through school and it is an enormous benefit to girls and parents that pupils who join us in the Prep School are able to move seamlessly up with us through to the Sixth Form years. As a Catholic school we hold the care of the whole person as central to what we do.

We have been in Ealing for over one hundred years and represent a continuity of expertise in educating women of the future. Our founders were exceptional, visionary women who strove to offer girls the best education possible, often in the most extraordinary of circumstances. We continue in this tradition and take great pride in the generations of staff and of families who continue to work and study here. Our examination results are outstanding, with exceptionally high value-added scores, and we pride ourselves on instilling in girls a love of learning and an alternative way of thinking.

We warmly welcome candidates from a range of backgrounds and the school and governors are committed to a diverse and inclusive community. Please contact the HR department at hr@sapriory.com if you have any questions.

Yours faithfully

Mrs Christine Macallister
Headteacher

Conditions of Employment

Lines of Reporting

The Exam Invigilator is directly responsible to the Exams Officer.

Remuneration and Benefit

Temporary position for the Summer exams 2025. The post-holder will be paid £15 p/h.

The benefits include:-

- Free school lunch during term time
- Free onsite parking

Job Description: Exam Invigilator

Main duties

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and St Augustine's Priory's 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
- Assisting the Examinations team to ensure that the appropriate materials required for each exam are available
- 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
- To start exams if required

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 and exam materials
- 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
- Assist the exam team in packaging the completed exam papers ready for collection

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 exam timetable 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
 - Confident IT skills including Microsoft Word, Excel and databases would be preferable.
 - Ability to work flexibly to support the admin of varied examinations timetable

General

In addition the post is subject to compliance with:

- School policies and guidelines on the curriculum and school organisation
- Local area safeguarding procedures

The duties and responsibilities detailed within the job description should be supplemented by those accountabilities, roles and responsibilities common to all which are set out in the Staff Handbook.

An inclusive and diverse workplace

We are fully committed to sustaining a positive and mutually supportive working environment free from harassment, discrimination, bullying and victimisation where staff can work collaboratively and productively together, and where all staff are equally valued and respected.

Through working collaboratively with Staff, Students, Parents, Volunteers and Governors we aim to remove barriers that you may face and promote equality of opportunity so that you can achieve your full potential at our School.

Conditions of employment:

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post-holder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Governing Body.

The post-holder must uphold the School's Policy in respect of all matters related to Safeguarding and Child Protection.

This Job Description is not necessarily a comprehensive definition of the post. The job description will be reviewed and may be amended, within the terms of your Conditions of Employment.

The Application Process

Candidates should complete the St Augustine's Priory Application Form, available from <https://www.sapriory.com/admissions-process/staff-vacancies/> Please send via email to hr@sapriory.com.

Closing date for applications is: 12 Noon Thursday 27 February 2025

Interviews will take place w/c 3 March 2025 if you haven't heard from us by then your application has been unsuccessful. Early applications recommended, we reserve the right to interview and offer before the closing date.

Candidates invited to interview will be offered a tour of the school and grounds, and will meet key members of staff.

St Augustine's Priory is committed to safeguarding and promoting the welfare of children and young people and expects all who work here to share this commitment. St Augustine's Priory is an inclusive employer and we pride ourselves on our commitment to equality, diversity and inclusion. We welcome candidates from all sectors and backgrounds.