

Exam Invigilator

Penistone Grammar School, Huddersfield Road, Sheffield, S36 7BX
01226 762 114 - www.penistone-gs.uk - @PGSALC

We are pleased to offer an opportunity to join our Exams Team, to support internal and external examinations at PGS. The role is offered on a relief/casual basis and would suit applicants who require flexibility in their working year.

Penistone Grammar School is recruiting Exam Invigilators to work with the Data and Examinations Team to ensure the successful operation of the examinations process in school. The invigilator is the person in the examination room responsible for conducting an examination session in the presence of the candidates and has a key role in upholding the integrity of the external examination/assessment process.

Contract: **Relief/As and when, during Term Time**
Salary Range: **Grade 2: £10.79 Per hour**
Start Date: **March 2023**

About the role:

You will work closely with the Data and Examinations Team to provide high quality invigilation of our examinations' series ensuring our students can access their exams in a safe and secure environment. Invigilators work in a team led by a lead invigilator; however, some one-to-one invigilation may be available to assist students who require additional support (eg acting as a scribe).

Previous experience is not essential but the successful candidate will ideally have experience of working with young people aged 11-18, together with excellent communication skills and the ability to remain calm and confident under pressure.

About our school:

Our school culture is built around our 5 Core Values: Aim High, Be Brave, Be Determined, Be Proud and Be Supportive. We are also extremely proud of our Values Driven approach. We are a vibrant, oversubscribed 11 to 18 comprehensive school with excellent GCSE results across all subjects and are recognised as one of the highest performing schools in the region in terms of Key Stage 4 outcomes. Our A level results and destinations are equally impressive, with the school placed in the top 10% in the country for the last 3 years of validated outcomes, and over 98% of students gaining entrance to their preferred choice of university in 2022.

As a school, we pride ourselves on innovative practice, consistently high standards of teaching and learning, and a commitment to the success of all students, both academically and pastorally. If you share our vision, we want you to be part of our team.

Who can I speak to for more information?

For an application form and information pack please contact our HR Officer: Sue Williams, email: HR@penistone-gs.uk

The closing date for receipt of completed application forms is **Wednesday 8 February 2023 at 10.00am.**

