



*Have faith...believe you can!*



# **Invigilator Application Pack**

March 2025



Dear Applicant,

**RE: Invigilator**

SJB is looking to recruit external invigilators to support the exam process within school. The appointment is seasonal i.e. only required when internal or external exams are running. Previous experience is not necessary as training and support will be given.

St John the Baptist School (SJB) is a highly successful school where you can flourish and develop your career. It is a school where teachers can teach effectively in classrooms with students who have a real thirst to learn. Furthermore, it is a place where you will be valued, and your wellbeing is considered as being of great importance. We believe the most effective learning takes place when staff feel happy, supported and appreciated, and we understand the vital role that support staff play in ensuring this. If you would like to know more about the role, and if you would like to come in and meet the team and discuss the opportunity further, please contact Sally Powell, [s.powell@sjb.surrey.sch.uk](mailto:s.powell@sjb.surrey.sch.uk).

We are an over-subscribed, mixed Catholic comprehensive school of approximately 1550 students (including a thriving Sixth Form), located just outside Woking town centre, and a 15-minute walk from the train station (22 minutes from London Waterloo on the train). We are part of the Xavier Catholic Education Trust; a group of nineteen schools in the Diocese of Arundel and Brighton who have come together to work collaboratively for the benefit of all the children they serve. The Trust's aim is to provide a caring and supportive environment within which all children receive the best possible education.

Our staff are vibrant, enthusiastic and passionate about ensuring our students get the very best deal, and we work hard to ensure they are supported and cared for. The School Leadership Team see it as their role to serve the staff, and ensuring an effective work-life balance for all is key in that. Our staff enjoy working here because our standards, facilities and staff wellbeing are excellent; and because we like to have fun!

We are also exceptionally fortunate to work with such brilliant students; they are a pleasure to teach and make excellent progress. If you come to visit us, you will see that they are happy, hard-working and very positive about the school and learning. We want all our children to grow into happy, confident, resilient and articulate young people who leave SJB equipped to lead fulfilling lives and make a positive contribution to society. Everything we do is with that aim in mind, and we always seek to 'do what is best for the children' and as a result they thrive and achieve their potential. During the 2023-24 public exams our Year 11 students achieved a Progress 8 score of +0.74 (unvalidated); with 90% of all grades 4+; 43% of all grades 7+; 79% achieving 5+ grades in English and Maths. Post-16 results were also very strong with 42% A\*-A grades and 89% gaining A\*-C grades.

Technology at St John the Baptist School is a major part of teaching, learning and school/teacher administration. We have developed a strong 'can do' approach to supporting staff which encourages everyone to embrace the possibilities that technology has to offer within the school for teaching, learning or administration. Every child has their own iPad which they use to support their learning (as do teachers). We have developed several 'in-house' apps for both staff and students and are always seeking new opportunities to improve our use of technology. We are a designated Apple Distinguished School. The ideal candidate will have a good grasp of technology and be keen to develop this within their role. However, full training will be provided for all new staff.

We are very committed to improving the whole school system and have a long-standing history supporting other schools and the development of teachers for many years as Teaching School and now as a lead school in the Xavier Teaching School Hub. We also lead the North East Hampshire and Surrey Maths Hub and have strong links with Teach South East SCITT. This means we are able to offer our staff new opportunities in: training future teachers and various support roles; developing Maths teaching across all phases; and supporting local primary and secondary schools. We currently have a number of staff that work in a variety of capacities in other schools. We work hard to offer development to all stages of a teacher's career; from initial teacher training to NPQH for prospective Headteachers.

We are very proud to have been recognised as "transforming" under the SSATs Framework for Exceptional Education in all twelve aspects of our practice including: climate for learning; culture of reflection; professional learning; variety of teaching; wellbeing and leadership through moral purpose. The first school in the country to do so! We have also recently been awarded the Chartered College Research Mark in recognition of our commitment to embedding an evidence-informed culture in our school.

Support for staff is exceptional and there are significant opportunities for professional development at all levels. The school is fully staffed, partly because staff know that they can concentrate on teaching and are very well supported by both the School Leadership Team and the excellent support staff. We have a well-established programme of support for newly appointed staff, which enables them to settle into the school routine quickly and effectively.

Working in a Catholic school is unique. The Christian ethos is at the core of everyday life at SJB and is one of our greatest strengths. Visitors frequently comment on the care, compassion and real sense of community that permeate everything that we do. We appoint members of staff, who, whatever their beliefs, support the ethos of our school and will always put our children first.

Expectations are incredibly high here at SJB. We expect the very best from and for our students and we expect the same of ourselves as staff. All the staff at SJB are highly valued and contribute in various ways to the overall success of our students. If you feel you would like to know more about this opportunity to join the SJB community, you are welcome to visit and look round the school at any time.

Below you will find the person specification and a brief overview of the role. To apply, please complete the application form find on Eteach or download and complete the application form which is available on the school website under the vacancies section and return it to [jobs@sjb.surrey.sch.uk](mailto:jobs@sjb.surrey.sch.uk) ensuring that you submit a personal statement as part of it. **The deadline is 9am on Thursday 3 April.** We welcome all applications, including those from people of different religious or ethnic backgrounds.

In conclusion, we believe this is a truly fantastic place to work and we are confident that you will too if you take the time to come and meet us! Thank you for your interest in this post and the school. I look forward to reading your application.

Yours sincerely,

James Granville Hamshar  
Headteacher

### **Application & Selection:**

Closing date: 9am on Thursday 3 April 2025

Information/training date: TBC

To apply, please complete the application form find on Eteach or download and complete the application form which is available on the school website under the vacancies section and return it to [jobs@sjb.surrey.sch.uk](mailto:jobs@sjb.surrey.sch.uk) ensuring that you submit a personal statement as part of it.

**The deadline is 9am on Thursday 3 April.** Please note that CVs will not be accepted on their own. Shortlisted candidates will be notified, invited for interview and references will be taken up immediately unless otherwise requested.

We welcome all applications, including those from people of different religious or ethnic backgrounds.

St John The Baptist School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The School encourages all candidates to be familiar with the following documents: Section 1 of the DfE paper on "Keeping Children Safe in Education" September 2024; and our Safeguarding and Child Protection Policy.

In line with the General Data Protection Regulation (GDPR), the School asks candidates to consider the Privacy Notice for Job Applicants which can be found [here](#). The documents listed above are available on the School's Policies page. Any future offer of employment remains subject to satisfactory pre-employment checks, including enhanced DBS clearance, a health check and references. An online search may also be conducted.

## Job Description

**Role:** Invigilator

**Purpose:** To support the exam process within school.

**Responsible to:** Exams Officer

**Hourly pay rate:** £14.44 which includes holiday pay (£12.56 plus 15% holiday pay)

**Experience:** Experience is not required as training will be provided, although applicants will be asked to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them. An ideal candidate will:

- be flexible
- have effective communication skills
- be confident and a reassuring presence to candidates in exam rooms.

**Hours:** The appointment is seasonal i.e. only required when internal or external exams are running.

**Start date:** ASAP as we are currently in need of extra support from 13 May to 16 June 2025.

### Main duties

1. To conduct examinations in accordance with the Joint Council for Qualifications (JCQ) awarding body and SJB instructions.
2. 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 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.



## SJB Person Specification – Invigilator

	Essential	Desirable	Evidence
Personal qualities			
Demonstrate enthusiasm, willingness and interest in learning new skills	○		Application form
Show excellent attention to detail	○		References
Excellent time-management	○		
Ability to work effectively with others and as part of a team	○		
High expectations of self and others	○		
Possess strong communication skills	○		
Be highly organised	○		
Safeguarding & promoting welfare of students			
To be aware of and comply with policies and procedures relating to child protection, safeguarding, pastoral issues, health and safety, security, confidentiality, and data protection. Reporting all concerns to the appropriate person	○		Application form  References



St John the Baptist School – Elmbridge Lane – Woking – GU22 9AL

Website [www.sjb.surrey.sch.uk](http://www.sjb.surrey.sch.uk) – Email [info@sjb.surrey.sch.uk](mailto:info@sjb.surrey.sch.uk) – Tel 01483 729 343