



Exam Invigilator

Queen Mary's High School

Required as soon as possible

Casual / Permanent

APPLICATION PACK

Queen Mary's High School
Upper Forster Street
Walsall
West Midlands
WS4 2AE

Telephone: 01922 721013

Website: www.qmhs.org.uk

Email: qmarys@qmhs.merciantrust.org.uk

Associate Head Teacher: Mrs N Daniel

Chair of Governors: Mr T Normanton

WELCOME TO QUEEN MARY'S HIGH SCHOOL

November 2023

Dear Applicant,

Vacancy for the role of Examination Invigilator

I would like to thank you for taking the time to find out more about this role at Queen Mary's High School.

We are continually seeking to appoint a dedicated, reliable and dynamic Exam Invigilator to join our supportive Examinations Department. The successful applicant should be flexible and 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.

The ideal candidate will have experience of working within an invigilation role within a school context, will be able to use initiative and keep calm under pressure. They will also pay high attention to detail and accuracy. Knowledge of Exam Invigilator regulations would be advantageous but is not mandatory and training will be provided.

This is an exciting time to join Queen Mary's High School as an Exam Invigilator. It is a wonderful place to work and learn, teach and lead, and our students are truly exceptional. We have a dedicated, expert and conscientious teaching staff, ably supported by superb associate staff. Our ethos and values are demonstrated by the endeavour of all in our school community, who work together to ensure the highest standards of academic achievement, and to provide excellent pastoral care that supports, nurtures and empowers our students in achieving this excellence.

At Queen Mary's High School, we are not a school where one size fits all but we are a school in which diversity thrives, is encouraged and is celebrated. We are much more than the sum of our parts, growing exceptional talent in both our young people and in our staff. If you are, like us passionate about having a positive impact on young people's lives, and excited by this opportunity, we warmly welcome your application.

If you would like more information about the role, please contact Mrs Rose, Exams Officer, by emailing a.rose@qmhs.merciantrust.org.uk. Applications should be made using the application form available, accompanied by a supporting statement. Please submit completed applications to the Head's PA – m.tomkinson@qmhs.merciantrust.org.uk.

I very much look forward to hearing from you.



Mrs N Daniel
Associate Headteacher

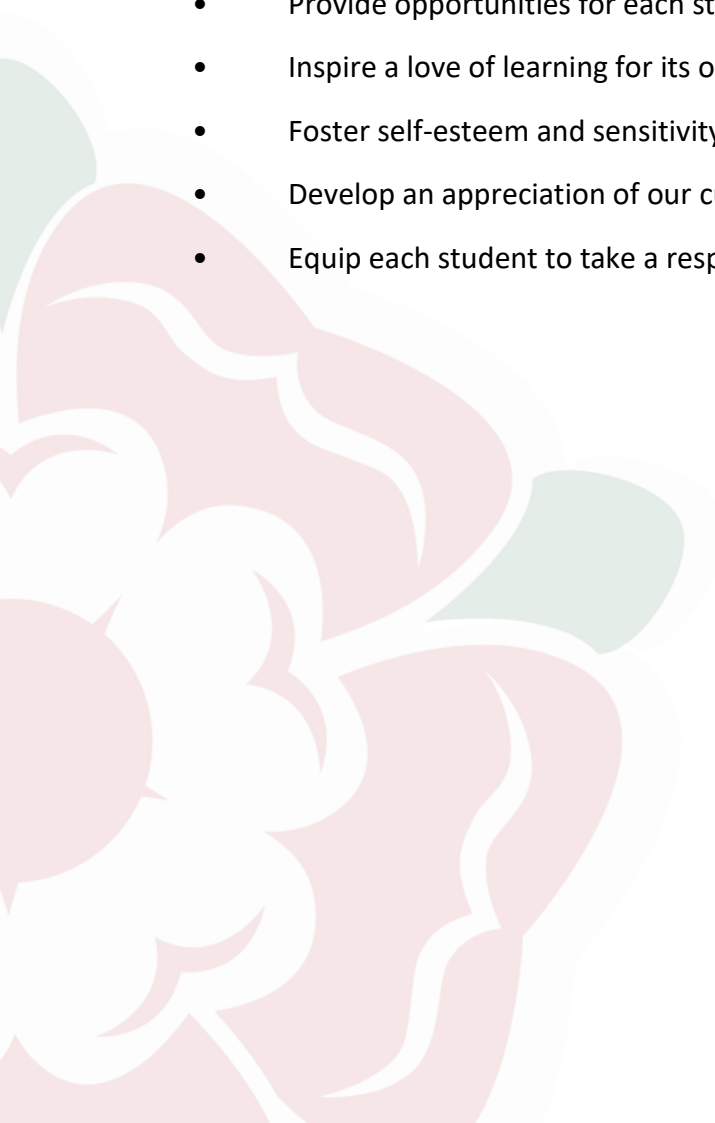
THE SCHOOL

Queen Mary's High School is an 11 to 18 selective girls' grammar school with approximately 920 students. This number is set to rise to in excess of 990 by 2025 due to an increase in PAN from 120 to 150 in 2019. There are a small number of male students in the sixth form.

Since the school's successful bid for funding from the Selective Schools Expansion Fund (SSEF), it has been able to increase its PAN and to engage in outreach to the local community with the aim of increasing the number of local disadvantaged children being admitted to the school. This, together with the inclusion of a lower qualifying score for disadvantaged local children, has resulted in the average percentage of disadvantaged students admitted to the school in Years 7-9 being 28% with the aim of this rising to 30% for the whole school over time.

Located in the heart of Walsall, Queen Mary's High School has been educating young women since it was founded in 1893. We are a busy, friendly and energetic school with a distinctive family-oriented ethos, a positive culture and an ambition for success. We draw our students from a wide area including Walsall, Birmingham, Wolverhampton, Sandwell and Staffordshire.

Our aim is to enable each student to achieve excellence in all aspects of their life. In order to achieve this, we:

- Provide opportunities for each student to achieve the highest possible standards
 - Inspire a love of learning for its own sake
 - Foster self-esteem and sensitivity to the needs of others
 - Develop an appreciation of our cultural heritage
 - Equip each student to take a responsible place in society
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THE TRUST

The Mercian Trust's name is both rooted in history and indicative of a geographical identity and ambition.

It was in Mercia that St Chad established an association of small monasteries which fostered unity through bonds of kinship. The Trust intends, a thousand years later, to adopt the same spirit of kinship in our approach to a Multi-Academy Trust. The Trust recognises the unique history and achievements of constituent schools and academies that are part of the Mercian family.


The Mercian Trust recently merged with the Q3 family of schools, it is a unique multi academy trust based in Walsall and Sandwell with selective grammar schools, 11- 16 and 11-18 comprehensive schools, a Studio School and The Ladder school, an Alternative Provision Free School.

Together our mantra is 'Life to the full in pursuit of what is good, right and true'.

We define this as equipping students to:

- Fulfil their potential
- Thrive in the world of work (when they leave our schools and sixth forms)
- Make a positive contribution to their families and the local, national and international community.

The Mercian Trust and Q3 family of schools are:

- Aldridge School
 - Queen Mary's Grammar School
 - **Queen Mary's High School**
 - Shire Oak Academy
 - The Ladder School
 - Walsall Studio School
 - Q3 Academy Great Barr
 - Q3 Academy Langley
 - Q3 Academy Tipton
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EXAMINATION INVIGILATOR

Purpose and Duties

- Invigilate both public and internal examinations in accordance with Examination Body regulations;
- Supervise candidates held before or after assessments;
- Invigilate the School's entrance examination (when required);
- Undertake such administrative tasks as set by the exams officer, which may include but is not limited to taking registers and assisting the exams officer with the packing of scripts at the end of exams;
- Promote the ethos and aims of Queen Mary's High School and The Mercian Trust;
- Undertake any other duties as may reasonably be requested by the Headteacher, Senior Leadership Team (SLT) or Exams Officer.

Person Specification

- Accuracy and attention to detail
- Reliability and punctuality
- Ability to use initiative
- Flexible approach to work
- Ability to communicate with candidates and members of staff clearly and accurately
- Effective oral and written communication skills
- Ability to work to predetermined instructions
- Ability to work as part of a team or alone as necessary
- Ability to keep calm under pressure

Review and Amendment

This job description is not exhaustive nor exclusive; it should be seen as enabling rather than restrictive and will be subject to regular review. It does not constitute a fixed list of tasks. It reflects the core priorities of the role which are subject to change depending upon the changing needs of the school and of the students.



SAFEGUARDING AND SAFER RECRUITMENT

- Queen Mary's High School is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act and expects all staff and volunteers to share this commitment.
- You are required to:
- Uphold the school's policy in respect of child protection and safeguarding matters
- Have commitment to the school's equality policy
- Ensure any extra-curricular activities will be free from partisan, political and religious view. (Where political issues are discussed, a balanced view is always presented).

HEALTH AND SAFETY

The Law requires employees to:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work.
- Co-operate with their employers on health and safety matters.
- Carry out their work and duties in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.



KEY INFORMATION – HOW TO APPLY

Post	Examination Invigilator
Responsible to	Exams Officer
Contract and Salary	<p>This is a casual position. Hours are dependent on the needs of the School but will be during term-time, Monday – Friday. There will be opportunity to work year-round, with the main exam season taking place in May-June.</p> <p>£12.31 p/h including holiday pay (under review for 2023 NJC pay award)</p>
Closing Date	<p>Monday 4th December, 10am</p> <p>(We reserve the right to close applications early)</p>
Interview Date	TBC
How to apply	<p>Complete and submit the Mercian Trust Associate Staff Application Form along with a supporting statement / document outlining how your experience and expertise match the requirements of the role.</p> <p>Send completed applications to Miss Tomkinson, the Head Teacher's PA, via m.tomkinson@qmhs.merciantrust.org.uk</p>

