



Examinations Invigilator

Immediate Start

Casual Contract, NJC Grade 3, SCP 5 £13.26 per hour



Newport Girls'
High School
Academy Trust

Welcome to NGHS

Thank you for your interest in our Examinations Invigilator vacancy at Newport Girls' High School.



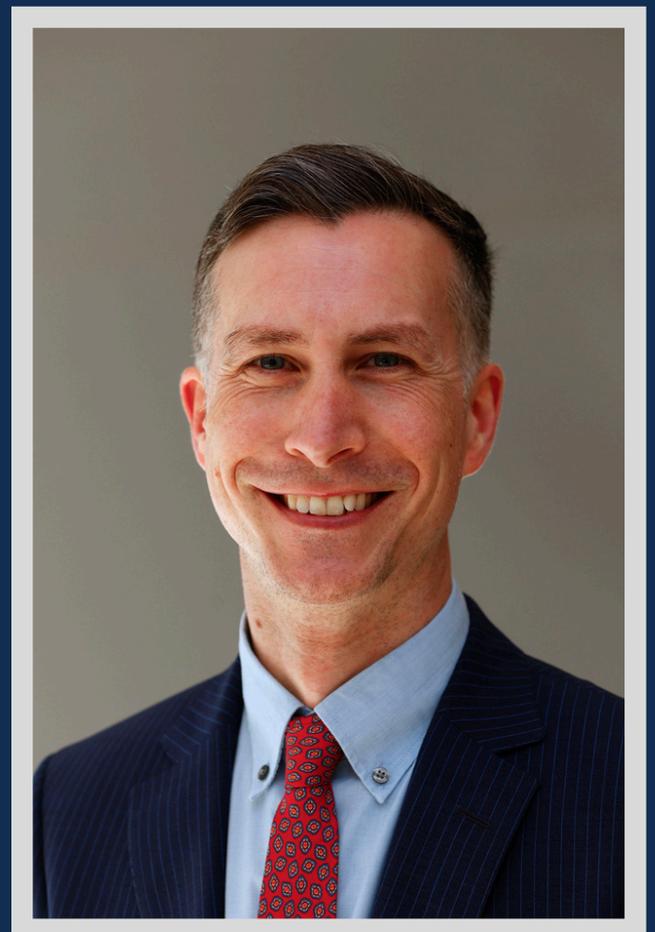
NGHS is a truly special place to work. Our students are enthusiastic, intelligent and compassionate, and our staff are dedicated, collaborative and deeply committed to the success and wellbeing of every child. We pride ourselves on our strong sense of community and our culture of mutual support. Staff wellbeing is a priority, and our Wellbeing Charter, included in this pack, outlines the many ways in which we support our team.

We are proud to be an outstanding girls' grammar school, as confirmed by Ofsted in November 2022, where we were judged outstanding in every category. NGHS was recently ranked #1 in Shropshire and #42 nationally for GCSE in the Sunday Times Parent Power Guide 2026. We have also received national recognition for our work in Mental Health, Holocaust Education, and Kindness, including the Be Kind Award and the AcSEED Award.

Our Trustee Board is highly experienced and ambitious for the school. Their support has enabled us to expand our student intake while maintaining our high standards. NGHS remains heavily oversubscribed, with a thriving Sixth Form that welcomes students from across the region.

Thank you for considering this opportunity. We appreciate the time and thought that goes into every application and look forward to receiving yours by the stated deadline.

Adam Jones
Headteacher



Aims, Ethos and Values

At NGHS, we strive to:

Provide a high-quality education which enables all students to reach their full potential as life-long learners

Foster a safe, inclusive environment in which all are valued, respected and celebrated

Offer opportunities for all to positively contribute to our NGHS family and the wider community

We achieve this by:

Being Kind

Working Hard

Having Fun!



All about NGHS



Staff Well-being Charter

The Trustees, Headteacher and SLT take the well-being of all staff very seriously. The Charter below takes into account all of the measures we have in place to assist staff to carry out their professional duties. Our staff are supportive of each other and work hard as a team, in faculties, tutor teams and together across the whole school.



A Staff Well-being Committee which meets termly



Complimentary tea, coffee, sugar and milk in the staffroom



Staff Menopause Ambassador with appropriate support for all



A buddy for new staff who join NGHS for their first year



Counselling service free to all staff both in-house and externally



Golden Space in the Car Park; awarded weekly on rotation!



An annual flu jab for all staff available upon request each winter



Greater PPA time than national and no mainstream cover



Measured approach to lesson observation, drop-ins and good practice weeks



Calendared wellbeing weeks with no evening meetings/events



Childcare vouchers scheme for those who have children in regular day care



Annually reviewed Workload Policy; designed by staff for staff to support reducing workload



Deadlines well publicised and annual calendar consultation



Staff social evening each term - let your hair down and relax



Communications policy which protects time outside of school day



No student or class data collected for data's sake



A flexible and generous approach to family appointments, children's events, nativities, sports days etc.



SLT Open Door Policy at all times including urgent email for non-school days



Dedicated marking afternoon for all staff during internal exam week



Complimentary Christmas Dinner for all staff each year



Cake, laughter & friendship in the staffroom



Dedicated classroom wherever possible for all teaching staff



Thank You Friday reward scheme for staff to share appreciation of colleagues



A firm commitment to the current DFE Staff Wellbeing Charter

Job Description

RESPONSIBILITIES AND ACCOUNTABILITIES	
<p>Responsible to the Exams Officer, an invigilator is the person in the examination room responsible for conducting the examination. They have a key role in upholding the integrity of the external examination process. This role is typically offered on a casual contract with no guaranteed or fixed hours, and work is usually available only during busy examination periods.</p>	
Job Role	<ul style="list-style-type: none"> • Ensure all candidates have an equal opportunity to demonstrate their abilities • Ensure the security of the examination before, during and afterwards • Prevent possible candidate malpractice • Prevent possible administrative failures
Invigilation	<ul style="list-style-type: none"> • Assist with setting up examination venues in accordance with current rules and regulations • Supervise candidates entry into the examination room and be aware of any specific needs of the candidates. • Ensure candidates sit in their designated seat and conduct equipment checks • Ensure candidates maintain examination conditions at all times • Open and distribute exam papers • Start an examination and read out any notices • Complete an attendance register ensuring the Data and Exams Manager is aware of any absences • Ensure the correct start time, finish time and examination information is displayed and visible to all candidates • Remain vigilant and give full attention throughout the period of the examination • Deal with emergencies or irregularities effectively • Record/report any incidents, disruption or irregularities • Deal with candidate questions according to the regulations • To finish an examination at the correct time • Collect exam papers, scripts and any other papers or equipment at the end of each examination • Supervise the exit of candidates from the examination room • Return completed papers and scripts to the Data and Exams Manager or secure area at the end of an examination, ensuring security of papers at all times.
General Duties	<ul style="list-style-type: none"> • Work as part of a team during external and internal examination periods to support the smooth running of examinations • Ensure that the regulations set out by Joint Council for Qualifications (JCQ) and the School are followed and maintained at all times • Report any concerns to the Data and Exams Manager or Head of Centre • To invigilate in large halls and classrooms • To invigilate on a 1:1 basis to support students with a Special Educational Need or Disability (SEND) • Supervise candidates during rest breaks, isolation etc. • Undertake, where required other exam-related tasks • To attend the necessary induction, refresher and safeguarding training sessions.
In addition, it is expected you will	<ul style="list-style-type: none"> • Be aware of and comply with related policies and procedures relating to child protection, health and safety, security, confidentiality and data protection • Ensure your working environment is kept tidy and confidential information is safeguarded at all times • Support difference and equality for all.

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> i. Good literacy and numeracy skills ii. A good basic standard of education 	<ul style="list-style-type: none"> i. 5 GCSEs including Maths & English ii. First Aid qualification
Experience	<ul style="list-style-type: none"> i. No particular experience is required but a willingness to learn is essential 	<ul style="list-style-type: none"> i. Previous experience in a school setting ii. Previous experience working with young people iii. Awareness of and interest in educational issues
Knowledge & Skills	<ul style="list-style-type: none"> i. An understanding of, or a willingness to learn, JCQ and school examination regulations and procedures 	
Personal Attributes	<ul style="list-style-type: none"> i. High level of attention to detail ii. Reliability and punctuality iii. Approachable but authoritative iv. Accurate verbal and written communication skills v. Calm under pressure vi. Ability to maintain a high level of confidentiality vii. Suitability to work with children and satisfactory Enhanced Disclosure with the DBS 	<ul style="list-style-type: none"> i. Flexible approach to work ii. Sense of Humour!

Application and Selection Process

Thank you for your interest in the Examination Invigilator role at Newport Girls' High School. We hope this pack has given you a strong sense of our values, ethos and ambitions.

To apply, please complete the official application form, including the supporting statement (Section 5), which should not exceed two pages (font size 11).

NGHS is an equal opportunities employer. We are committed to promoting equality and diversity across our staff team and welcome applications from all backgrounds, particularly those currently under-represented in school leadership. We do not discriminate on the basis of age, disability, sex, gender reassignment, sexual orientation, pregnancy/maternity, race, religion or belief.

The successful candidate will be subject to an enhanced DBS and Barred List check, along with other pre-employment checks in line with Keeping Children Safe in Education guidance. This includes obtaining police clearance for any time spent working or living abroad.

Key Dates:

- **Application deadline: Friday 20 March 2026 at 9.00am**
- **Interview dates: Week beginning 23 March 2026**

Please email your completed application form to jobs@nghs.org.uk. Referees must include your current or most recent employer and they will usually be contacted at the point of shortlisting.

Please note: CVs will not be accepted. We may close the advertisement early if a sufficient number of high-quality applications are received, so early submission is encouraged.

We wish you every success with your application and thank you for considering joining our team at NGHS.