



# EDGBASTON HIGH SCHOOL

## **EXAM INVIGILATORS**

Casual position starting in January 2025



**EDGBASTON**  
HIGH SCHOOL

## **INFORMATION FOR APPLICANTS**

### **HISTORY**

Founded in 1876, Edgbaston High School for Girls (EHS) is the oldest independent day school for girls in Birmingham. The School is very pleasantly situated next to the Botanical Gardens, 1½ miles from the city centre. There are over 870 girls aged 2½ to 18 divided into four departments working together on one site. Continuity of education is a key feature of EHS, but girls can join at different stages of their academic career.

### **GOVERNANCE**

The Council, which is the School's governing body, actively supports and encourages the work of the School. In the last eight years over six million pounds have been spent on major development and refurbishment programmes.

### **MODERN AND AMBITIOUS**

Pupils enjoy a broad-based programme which substantially fulfils the requirements of the National Curriculum and extends beyond it. Examination results are very good with high grades distributed across both Science and Arts subjects. Staff and parents work closely together so that each girl can develop her individual gifts to the full.

### **PUPILS**

Edgbaston High School has approximately 870 girls aged 2 to 18 across its Pre-Prep, Preparatory, Senior and Sixth Form Departments. Around 500 of these are in the Senior Department. The School attracts girls both from the immediate neighbourhood and all over the West Midlands. They come for the high academic standards, the lively programme of co-curricular activities and for the individual attention and flexibility of approach.





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## **WORKING AT EDGBASTON HIGH SCHOOL**

### **ETHOS**

Our mission is to nurture confident, considerate and intellectually curious young women – an ethos that underpins everything that we do. We are an ambitious and thriving school with a focus on providing a broad, modern, enriching and inspiring education that instils EHS girls with the confidence, independence, motivation and ambition to succeed both within and beyond the school. We foster an environment where students can expand their minds, think flexibly, develop the skills of leadership that they all have within them, and grow personally as well as academically. Students should be, and deserve to be empowered, inspired and challenged throughout their education so that they leave school fully equipped to succeed in whatever they decide to pursue.

### **DIVERSITY**

Diversity and inclusion is central to everything we do. We are actively committed to promoting and participating in good practice in the way that we attract, recruit and retain staff.

Everyone is encouraged to bring their whole self to work because we appreciate the value that a truly diverse workforce brings to an organisation. We celebrate difference, recognising the benefits this brings to our inclusive culture, including age, disability, gender identity and expression, religion, race, sex, sexual orientation and socio economic background.





**EXAMS INVIGILATOR**  
**Job Description**

**Responsible to Deputy Head Curriculum**

**Purpose:**

- To ensure that exams are conducted in an appropriate manner within the correct time frame
- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Edgbaston High School for Girls' instructions
- To play a key role in upholding the integrity of the examination/assessment process

**SPECIFIC RESPONSIBILITIES:**

**Before exams:**

- To report to and be briefed by the Examinations 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
- If required, to assist with admitting candidates into exam rooms
- If required, to assist with the identification, seating and with instructing candidates in the conduct of their exams
- To distribute the correct exam papers and materials to candidates

**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 follow instructions from the Examinations Officer regarding the handling of exam scripts and exam materials
- To prepare the examination room for the next session



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### 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
- To facilitate access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
- To undertake any other exams-related administrative tasks as required

### GENERAL RESPONSIBILITIES:

- To promote and safeguard the welfare of students you come into contact with
- To be aware of and comply with all school policies and procedures
- To be aware of, support and ensure equal opportunities for all
- To contribute to the overall ethos/work/aims of the school





## **EXAMS INVIGILATOR Person Specification**

### **Experience:**

- Experience of invigilation is not required, as training will be provided
- Invigilators are required 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 and available during exam periods (usually January, May, June)
- Have effective communication skills
- Be confident and a reassuring presence to candidates in exam rooms

### **Knowledge:**

- Sound understanding of safeguarding principles
- Sound understanding of confidentiality and security principles
- Basic IT skills

### **Personal attributes:**

- Excellent communication skills
- Strong organisational and administrative skills
- Sensitivity to others and the ability to work cooperatively
- Ability to think creatively to anticipate and solve problems
- Ability to work under pressure, maintaining a sense of perspective and humour
- Naturally demonstrate a 'can do' helpful attitude
- Reliability, honesty and dedication
- Shares the School's values and is committed to the School's vision

All members of staff are required to promote and safeguard the welfare of children they are responsible for, or come into contact with, and to adhere to, and ensure compliance with, the School's child protection procedures and staff guidance at all times.





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## HOW TO APPLY

**This is a casual position, starting in January 2025. The successful applicants will join a pool of Invigilators who work on an as-required basis during exam periods.**

At interview applicants must provide original documents to confirm their identity and right to work in the UK. They must also bring proof of qualifications where relevant for the post. The documentation required by applicants is listed in the Recruitment Policy which is available on the school website and from the School.

The post is subject to a satisfactory enhanced DBS check (including a Barred List check), a satisfactory online check, a satisfactory medical fitness declaration and satisfactory references. Confidential references will be sought prior to interview.

*Edgbaston High School is an equal opportunity employer.*

Please note, we reserve the right to close posts and commence interviews at any time, once we have received sufficient applications. We advise you to submit your application as early as possible to prevent disappointment.

Applications, addressed to Dr Amit Rajp (Deputy Head Curriculum), should include the completed school application form and a covering letter of not more than 2 pages summarising your suitability for the role as outlined in the information pack.

Please submit these to the HR & Compliance Officer, Ms Corinna Gregory:  
[recruitment@edgbastonhigh.co.uk](mailto:recruitment@edgbastonhigh.co.uk)

If candidates prefer to send their application by post, it should be addressed to:  
**Corinna Gregory, HR & Compliance Officer**  
**Edgbaston High School for Girls**  
**Westbourne Road**  
**Edgbaston**  
**Birmingham B15 3TS**

The closing date for applications is **9am on Monday 18<sup>th</sup> November 2025.**

Interviews will take place at Edgbaston High School for Girls on **Monday 25<sup>th</sup> November.**

Successful candidates will be invited to a formal interview with a set administrative task to complete.

There will also be an opportunity to tour the School on the day.