

QUEEN ELIZABETH'S GRAMMAR SCHOOL
FAVERSHAM



Information pack for candidates:

Invigilator

Required: November 2026





QUEEN ELIZABETH'S GRAMMAR SCHOOL FAVERSHAM

Information pack for candidates: Exams Invigilator

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Information pack for candidates:

Queen Elizabeth's Grammar School is an 11-18 co-educational, selective school of 1159 pupils, with 300 in the Sixth Form. The school has expanded to six forms of entry in Year 7, 8 and 9 with a published admission number of 180 students. Other year groups have 5 forms of entry, around 150 students in Years 10 and 11. On average, 75% of the Year 11 cohort choose to stay on into the Sixth Form to enjoy a varied and successful programme. The majority of the school's intake travels from Faversham and the surrounding villages, with a number travelling from Whitstable. The school converted to Academy status in 2011.

Queen Elizabeth's was established in 1576 by a royal charter approved by Queen Elizabeth I. The original school from that era still stands next to our contemporary buildings. The present incarnation of the school was built in 1967, following the merger of the former boys' and girls' grammar schools in the town. We celebrated 50 years on the current site as a co-educational school in 2017.

The school's accommodation now comprises of, in addition to normal classrooms: an assembly hall, gymnasium, state of the art sports hall, ICT rooms, Library, eight laboratories - three of which have recently been refurbished, an art and technology centre, a sixth form and humanities centre, drama studio and music centre, extended and refurbished restaurant, as well as a theatre and a brand new 14 room teaching block.

The school is set in pleasant grounds close to the centre of Faversham, on the site of the historic Faversham Abbey. Playing fields adjoin the school on the northern and eastern sides. Faversham is a market town of 16,000 inhabitants serving a largely agricultural area and situated close to the Thames estuary, nine miles north west of Canterbury. It contains much of historic interest and still preserves a substantial number of mediaeval, Tudor and eighteenth century buildings.

The school has developed close links with partner schools in Europe. We have annual European exchanges, with links to schools in Cologne (Germany), Hazebrouck (France) and Madrid (Spain). Beyond the exchanges, trips are offered for each year group and over the course of the past few academic years, students have departed for the Sahara, India and the USA alongside a long list of countries in Europe.

A wide range of extracurricular and enrichment activities are on offer at the school, including; Music, Drama, Debating, including Model United Nations, STEM, FI in Schools - team 'Evolve' were crowned World Champions in Abu Dhabi in November 2019 and team 'Eclipse' finished sixth out of sixty-eight teams in the 2023 World Championships which took place in Singapore. We also offer the Duke of Edinburgh's Award, Robotics Club, Chess Club, Book Club and Gardening Club, alongside subject enhancement activities.

Sport is a large feature of the school and a whole host of accolades and awards are held, including district and county trophies in a number of sports. These include football, netball, athletics, rugby, rounders, trampolining and cross country. We also have individuals in the school who compete nationally in a range of competitive sports.

Queen Elizabeth's aims to develop not just the academic abilities of students but also their skills, talents, personal qualities and values, the very qualities that play such an important part in defining their future actions and success. The school functions as a community school, with extensive links to groups, societies and organisations in the locality, nationally and internationally. Relationships with parents are strong and the school is well supported by a hardworking team of Governors, a Parents' Association and the Trustees of the School Foundation.

Queen Elizabeth's is proud to retain many of the characteristics of a traditional grammar school, however it is a forward looking school, keen to enhance the best new technologies and contemporary, effective approaches to teaching and learning whilst ensuring that the best elements of accepted good practice are retained. Staff are extremely hard working, dedicated and loyal both to the school and the wellbeing of their students. The atmosphere in the staff common room is highly professional and supportive, with an exceptionally positive team spirit.

Queen Elizabeth's Grammar School was last visited by Ofsted in March 2023, when it was judged Good overall with Outstanding Personal Development and Behaviour and Attitudes. The school is seeking an enthusiastic new colleague who will be able to make a positive contribution to the school community. The ability to take part in the life of the school and to assist with extra-curricular activities is very welcome. The vacancy offers an exceptional opportunity for anyone who wishes to be part of a vibrant, dynamic and successful school.

In the interests of economy, applications will not be acknowledged and if you have not heard from the school within 48 hours of the deadline for applications, you should assume that you have not been successful.

Thank you for the interest shown.

Queen Elizabeth's Grammar School Faversham

Dear Applicant,

Thank you for your interest in the casual post of **Invigilator**. I hope you will take the time to read through the enclosed information and find it useful for planning your application, which we look forward to receiving by 9am on Monday 21st September.

This post offers a unique opportunity for the right candidate to support the structures behind the high academic standards and ethos which have been developed over a number of years at Queen Elizabeth's Grammar School.

If appointed, you will be joining a highly committed staff who work extremely hard and want the very best for every student and do much to co-operate with and support the wider community.

This is an exciting opportunity to join a high-achieving and ambitious school, where our aim is to ensure that every child achieves the best possible outcomes. The post will require passion, energy and enthusiasm and a relentless drive to ensure the continued progress of every student.

Please complete the school application form, which is attached. We would also like you to write a supporting statement to accompany your application, addressing the job description, outlining how your experience has prepared you for this post.

Please do not hesitate to contact me if you would like to discuss the role further.

Yours sincerely,

Amelia McIlroy MA
Headteacher



Job Description: Invigilator

Casual hours: between 8:00am – 5:30pm

Hourly rate of pay: £12.71

Line Managed by: Exams Officer

Role Requirements:

JOB PURPOSE & ACCOUNTABILITIES:

Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times.

An ideal candidate will:

- Be reliable and flexible
- Have effective communication skills (verbal, non-verbal, written) and good interpersonal skills
- Be confident and a reassuring presence to candidates in exam rooms
- Work well as part of a team
- Have basic IT skills - familiar with the use of email, mobile phone messaging, be able to support candidates with on-screen testing and those using a word processor
- Seek to achieve competence in the role and maintain a rigorous understanding of the JCQ regulations

Experience

Experience of invigilation is not required as training in the role and duties of an invigilator 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
- Confirm their availability in advance of main examination periods

Main duties

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Queen Elizabeth's Grammar School' instructions
- To have a key role in upholding the integrity and security of the examination/assessment process

Before exams

- Report to and be briefed by the exams officer prior to each exam session
- Keep confidential exam papers and materials secure before, during and after exams
- Ensure exam rooms are set out according to JCQ and school requirements
- Admit candidates into exam rooms under formal examination conditions
- Ensure that candidates only have permitted equipment/items with them in the exam room
- Identify and seat candidates according to the required arrangements
- Communicate candidate absences to the Examinations Officer/Examinations Assistant/SLT before the exam starts
- Distribute the correct question papers and exam materials to candidates
- Instruct candidates in the conduct of their exams
- Deal with candidate queries
- Start exams
- To calculate and record exam start and finish times accurately for all students, including those with an approved extra time allowance

During exams

- Supervise and observe candidates at all times and be vigilant throughout exams
- Keep disruption in exam rooms to a minimum
- Deal with emergencies or irregularities effectively
- Record/report any incidents, disruption or irregularities
- Complete attendance registers with accuracy
- 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 support candidates using laptops with saving their work
- To dismiss candidates from the exam room ensuring that they remain silent
- To check candidates' names on scripts, match the details on the attendance register
- To collate scripts in candidate number order for external exams, and alphabetical order for internal exams
- To securely return all exam scripts and exam materials to the exams officer

Other

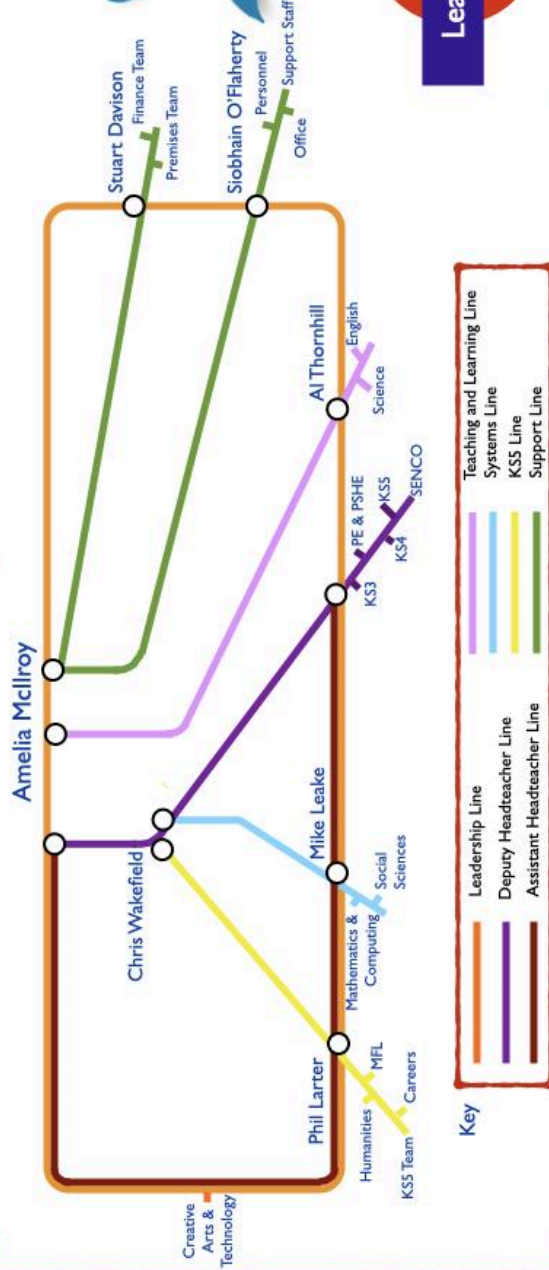
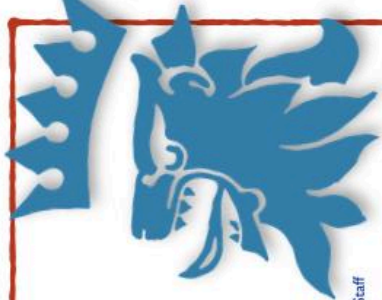
- To attend training, update or review sessions as required
- To undertake, where required and where able, other duties requested by the exams officer, for example;
 - supervision of exam timetable clash candidates between exam sessions
 - other exams-related administrative tasks
 - facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)

Future aspirations for the school

Queen Elizabeth's Grammar School is a forward looking, successful and dynamic school with high aspirations for every member of the school community. Looking ahead, the priorities for the future of the school are:

- To continue to develop a culture of excellence through inspirational teaching, learning and assessment
- To further develop a culture of high aspiration, ensuring that every student has the best opportunities to achieve their personal career ambitions
- To develop a 'growth mindset' approach to teaching and learning, creating a culture of academic curiosity and personal resilience
- To further develop the collaborative 'can do' attitude of staff and students, to create a sustainable and productive culture of learning and success across the school
- That staff are well trained, managed and supported to achieve their best within a supportive and developmental learning culture, without excessive demands on workload
- To ensure the extra curricular offer remains varied and broad; providing a range of opportunities for every student to participate, develop and challenge themselves
- That leadership across the board works to effectively support, encourage and celebrate all staff and students to perform at their best and to aim high
- For the school to develop beyond its boundaries, by working closely with other schools and taking a leading role in creating additional high quality provision across the community
- For students to feel engaged and motivated to help teach, support, develop and encourage younger members of the school community by taking on leadership roles
- To maintain a safe, trusting and happy environment for all students and staff
- To develop a cost effective but appropriate and challenging curriculum that offers choice and challenge whilst also preparing students for life beyond school
- To create and implement the *Queen Elizabeth's Grammar School Sixth Form Award* to challenge and stimulate students at this important stage of their education
- To further develop the school alumni association, to encourage greater participation from former members of the community, including supporting school initiatives
- To continue to develop and improve the school's facilities by improving the quality of learning environments and enabling broader opportunities for all students
- To continue to develop the international outreach programme (*and British Council's International Schools Award*) by maintaining the current programme of international trips
- To continue to develop an international outlook; for students to see the world as their workplace and that no challenge is too big in terms of their future aspirations and realising their potential

Queen Elizabeth's Grammar School Leadership Structure 2025-26



Leadership Line

Amelia McIlroy Headteacher: DSL Ethos and vision Governors and parents School self evaluation School Improvement Teaching and Learning Heads of Faculty meetings Premises development Policies and admissions Staffing and resources Curriculum strategy Strategic planning School events Community and publicity Senior Team Targets and data Full Governing Body All Committees	Chris Wakefield Deputy Headteacher Learning & Pastoral, DSL Day to day Safeguarding Pastoral Leadership Assemblies and duties Pastoral meetings Extended services Attendance School behaviour/discipline House system School Council Vulnerable students Online safety Mental Health Full Governing Body Community Committee	Phil Larter Assistant HT - KSS Team, DSL Line management, KSS ALPS teaching & learning Prevent Pupil progress KSS Student mentoring Careers Education Guidance International Schools Parent Teacher Association KMGSA, Sixth Form group VESPA ArtsMark Community	Mike Leake Assistant HT - Systems Curriculum development Attendance data Assessment Reporting Data analysis Timeabling/options BlueSky & Appraisal MIS management Trips Cover Examinations Curriculum	AI Thornhill Assistant HT Teaching & Learning Faculty reviews Professional development Equality, Diversity, Inclusion Early Careers Teachers Staff induction SDS/trainees Teacher performance Google suite Pupil Premium Curriculum	Stuart Davison Operations Manager Headteacher support Personnel & recruitment Calendar Support staff appraisal Policies/GDPR Website Full Governing Body Finance Manager Finance/Budgets Payroll/Auditors Compliance/strategy Premises Health & Safety Full Governing Body Finance and Personnel, Premises Health and Safety
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