DARTFORD GRAMMAR SCHOOL

450TH ANNIVERSARY 1576–2026

EXAM INVIGILATORS REQUIRED

Pay Grade: DGS 3 - £26,168 fte (£15.20 per hour, includes holiday pay)

We are looking for reliable, flexible and trustworthy Exam Invigilators to join our friendly and professional Exams Team during busy exam periods.

You will help prepare exam venues, check exam materials, support students and supervise examinations, ensuring a calm and fair environment. Good communication and interpersonal skills are essential, along with the ability to handle situations calmly and confidently.

Experience working with secondary school-aged children or in a supervisory role is desirable but not essential, as full guidance and training will be provided. Successful applicants will be required to complete mandatory online training before commencing work. Confidentiality and a commitment to the school's ethos and values are essential.

We ask that you are available during these periods 75% of the time before applying:

First half of November
March
May
June

For an application form contact Michelle Bexley, HR Manager, on 01322 223039, Ext 146 or by email: mbexley@dartfordgrammarschool.org.uk

Dartford Grammar School is a selective secondary academy for boys, which admits girls into its sixth form. There are six forms of entry to Year 7, and all of the students joining the school are from the top 25% of the ability range. The current roll is 1,575, including 660 in the sixth form.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.