



# Devonport High School for Girls

*Opportunity - Nurture - Achieve*



Information Pack

**Examination Invigilator**  
*(Part Time, Permanent)*

## Dear Applicant

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Thank you for your interest in the position of Examination Invigilator at Devonport High School for Girls (DHSG). This is an exciting time to join our school on our continuing journey to fulfil our mission. At DHSG, our mission is to offer a challenging and enriching educational experience, which enables our students to develop their curiosity, confidence and aspirations, so that they leave us equipped to enjoy life in a global society. I firmly believe that we live out our mission here at DHSG and this is what makes us one of the best schools in the country!

We are currently seeking to add to the school's team of Examination Invigilators.

Invigilators will work on a casual basis throughout the academic year to supervise examinations and to assist the Examinations Officer in tasks before and after examinations.

Applicants should be calm, reliable and punctual, have excellent communication skills, and be able to closely follow set procedures and regulations. Experience of working as an Examination Invigilator is not required as full training will be provided. Hours of work are negotiated in advance in relation to the post holder's availability. The salary for the position is Grade B, Point 3 (£12.85 per hour).

Our teachers, support staff and Trustees are all committed to the DHSG mission and strive to ensure that it becomes a reality for our students. DHSG has a long tradition of excellence and was founded in 1908. We are proud of our history, but our main focus is looking to the future. We are a 21st century grammar school, whilst retaining the best academic traditions. We look after our staff at DHSG and have systems in place to support and develop our colleagues, including wellbeing. For example, we have an additional week for half term for all staff in October/November, which is paid.

We are a highly successful and oversubscribed 11-18 selective grammar school and one of the country's highest performing state schools. Our students are absolutely fantastic and we value our staff here, and as such have sensible policies and systems in place.

In this applicant information pack, you will find a Job Description, and details on how to submit your application.

If you have the energy, skills and motivation to join us and make a difference, I would welcome an application from you. If you would like an informal conversation over the telephone or a visit to look around prior to applying, please get in touch.

Yours faithfully,

L. J. Sargeant

**Head Teacher**

## The City

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Plymouth is the largest city south west of Bristol, with a population of approximately 260,000. Located overlooking one of the world's finest natural harbours, it is a city with a proud history.

Recent years, have seen Plymouth develop further as a cultural as well as a commercial, industrial and tourist centre. The city is served by a very active Arts Centre, the Theatre Royal, Plymouth Pavilions and the Life Centre - one of the country's leading sporting venues. Plymouth is also home to the University of Plymouth and Plymouth Marjon University.

There are regular ferry services to Roscoff, France and Santander, Spain. The Devon Expressway (A38) links Plymouth to the national motorway system and the intercity rail journey to London takes approximately three hours.

Plymouth has developed very strong twinning links with cities in Russia (Novorossiysk), Spain (San Sebastian), France (Brest), Poland (Gdynia) and Massachusetts, USA (Plymouth). There are also extensive educational links with many more towns and cities.



Click and open the hyperlink in the image to find out why Plymouth is such an attractive city.

## The School

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Devonport High School for Girls was established in 1908 and is situated on a lovely green site overlooking Plymouth's Central Park, approximately two miles from the city centre. It is an 11-18 selective girls' grammar school and became an Academy in April 2011.

There are approximately 960 students on roll, including around 225 in the Sixth Form. Students come from Plymouth and the surrounding counties of Devon and Cornwall.

The school is part of The Link Partnership (TLP) with four other schools in the city in order to extend curriculum provision for students in the Sixth Form.

As well as its strong international links, Devonport High School for Girls has gained a reputation for academic excellence, which helps launch its students on their chosen career paths. The work ethic in the school is very strong and staff are deeply committed to their teaching.

The school places a strong emphasis on developing the whole person and as part of this commitment organises a broad range of enriching extra-curricular opportunities and a comprehensive programme of field visits, with opportunities for students to travel abroad.

The staff of approximately 100 teaching and support staff (a mixture of full-time and part-time employees) are led by the Senior Leadership Team, which consists of the Head Teacher, Director of Finance and Resources, Deputy Head Teacher and four Assistant Head Teachers. From September 2026, this will also include six Associate Senior Leaders (SENDCO and five Heads of Faculty).

## Job Description :- Examination Invigilator

<b>Post Title</b>	Examination Invigilator
<b>Scale</b>	Grade B, Point 3
<b>Hours</b>	Casual work, hours as required
<b>Responsible to</b>	Examinations Officer
<b>Responsible for</b>	No line management responsibility
<b>Job Purpose</b>	To invigilate the school's public examinations in line with examination board guidance

### DUTIES AND RESPONSIBILITIES

#### Before Examinations

1. To arrive at the nominated examination venue at a specified time prior to the scheduled start time of the examination.
2. To assist with setting up examination venues by laying out stationery, equipment and scripts in accordance with strict procedures.
3. To ensure examination venues are set out according to instructions.
4. To assist candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues.
5. To ensure that candidates do not talk once inside examination venues.
6. To complete an attendance register.
7. To ensure that candidates have the correct scripts.
8. To read erratum notices.
9. To notify candidates of the start of the examination and to record the start time.

#### During Examinations

1. To invigilate, dealing with queries raised by candidates and dealing with examination irregularities in accordance with procedures.
2. To supervise the candidates in a quiet and unobtrusive manner and to ensure that the regulations on conduct, communication, etc. are strictly observed.
3. To be constantly vigilant during an examination and not be involved in any other tasks.
4. To check attendance during examinations.
5. To record details of late arrivals and early leavers, and to collect scripts from early leavers.
6. To distribute additional paper and equipment as necessary.
7. To supervise scribes/readers to ensure that unauthorised communication does not take place with the candidate during examination.
8. To ensure that any minor behaviour issues are dealt with and to report any breaches of Examination Code of Conduct to the Examinations Officer immediately.

9. To deal with any malpractice incidents in the examination venue where possible and to seek guidance from the Examinations Officer at the earliest opportunity.
10. To escort candidates from venues during the examination as required and supervise candidates whilst outside examination venues.
11. To escort candidates on toilet breaks, ensuring no unauthorised material is consulted and that examination regulations are observed at all times.

### After Examinations

1. To notify candidates that the examination has finished and to record the finish time.
2. To supervise candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation, and ensuring that candidates leave venues in an orderly and quiet manner.
3. To collect and collate all scripts as per the register at the end of the examination in accordance with strict procedures.
4. To ensure that scripts are never left unattended and are safely delivered to the Examinations Office.
5. To ensure that no equipment has been left on desks, that there is no graffiti and that the examination venue is clear and tidied for the next session.
6. To report malpractice incidents and write any subsequent reports if necessary.

### General

1. To be familiar with the current Joint Council for Qualifications' (JCQ) 'Instructions for Conducting Examinations' booklet, as provided by the Examinations Officer and the Examination Boards.
2. To closely follow and enforce examination procedures and regulations at all times.
3. To liaise with the Examinations Officer to ensure that provision is made for candidates who require access arrangements and special consideration.
4. To supervise 'clash' candidates between examinations where necessary.
5. To escort and supervise candidates to the allocated area in the event of an emergency evacuation.
6. To be appropriately dressed and act in a professional manner at all times.
7. To attend training events and update meetings as required.
8. To carry out duties appropriate to the position as instructed by the Examinations Officer or the Head Teacher.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager/leader to undertake work of a similar level that is not specified in this Job Description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors.

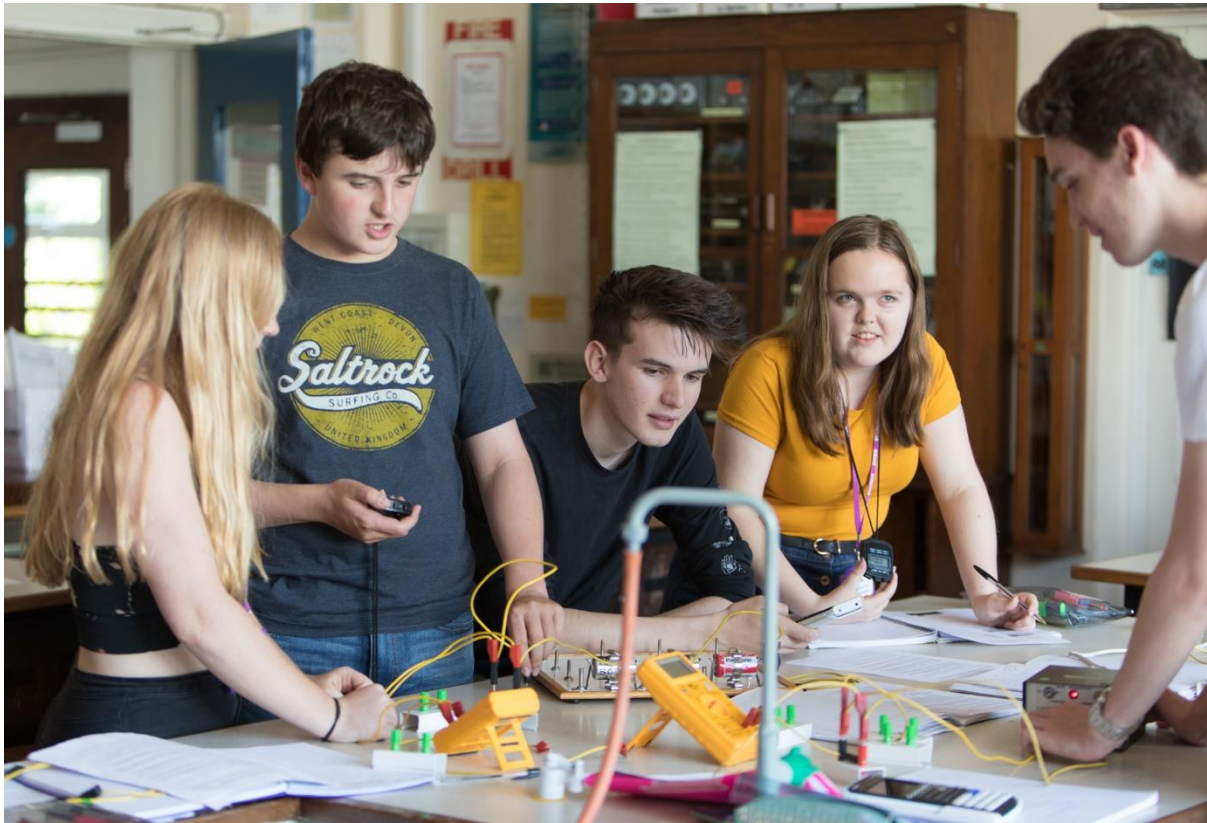
# Person Specification: Examination Invigilator

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## Qualifications, Experience and Personal Qualities

- At least 1 year's experience of working in an administrative environment
- Effective use of ICT packages including the use of Excel and Word
- Reliable, punctual and good organisational skills
- Good accuracy and attention to detail
- Ability to relate to candidates yet maintain appropriate authority
- Ability to communicate with candidates and members of staff clearly and accurately
- Ability to work to predetermined instructions
- Ability to work as part of a team or alone, as necessary
- Ability to keep calm under pressure or during unexpected circumstances
- Ability to be firm but fair at all times
- Ability to invigilate for several hours at a time, if required
- Ability to both patrol the examination venue on a regular basis and to stand for long periods of time

The post will be subject to requirements of the Rehabilitation of Offenders Act 1974, and as it includes access to children, an enhanced Disclosure Barring Check (previously known as a Criminal Record Bureau (CRB) check) is required.



## How to apply

All applications for employment should be made by completing the school's application form, which can then be submitted by post to the school address or by email to [recruitment@dhsg.co.uk](mailto:recruitment@dhsg.co.uk). The form can be downloaded from the 'Staff Vacancies' section of the website at [www.dhsg.co.uk](http://www.dhsg.co.uk). Please note that CVs are not accepted.

Applications for this vacancy must be received by **9am on Monday 9 March 2026**. Interview date to be confirmed.

If you would like to visit the school or have an informal, confidential discussion about the role, please contact:

Mrs P Hockedy  
Personnel Manager  
Devonport High School for Girls  
Lyndhurst Road  
Peverell  
Plymouth  
Devon  
PL2 3DL

T: 01752 705024

E: [recruitment@dhsg.co.uk](mailto:recruitment@dhsg.co.uk)

Devonport High School for Girls Academy Trust (established on 01 April 2011), known as Devonport High School for Girls, is an exempt charity. The trust is a company limited by guarantee and registered in England. Company No: 7556657

