

FOR INFORMATION
Cirencester Kingshill School
EXAMINATIONS OFFICER (SENIOR INVIGILATOR)

Cirencester Kingshill School is a very busy environment and the staff are friendly and helpful, we currently require as soon as possible an Examinations Officer (Senior Invigilator).

We require someone with good IT skills who can prioritise work effectively, communicate well on the telephone, by email and on a face-to-face basis with staff and pupils. You will also need to be able to work independently, manage your time effectively and be able to handle data.

As Examinations Officer you will be dealing with the day-to-day running of the external examinations in the school under the guidance / supervision of the Deputy Headteacher, including liaison with the Examining Groups (EG) and the use of the SIMS software "Exams Organiser". As Senior Invigilator you will lead the team of invigilators in the Examination Hall and be responsible for the day to day administration of all examinations held in the school.

A working knowledge of SIMS would be beneficial although training can be arranged.

Hours and Holidays

The post holder will have an annualised hours contract which will equate to 780 hours per year.

Hours of work: Normal working hours will be approximately 20 hours per week, Monday – Friday, but may vary due to the seasonal nature of the role and during examination periods. The post holder will have to agree the work pattern of hours with their Line Manager.

Working Weeks: Term time only, plus 5 days (which includes 2 result days and 3 INSET days), which totals 44.55 weeks per year. This includes 24.5 paid days holiday rising to 29.5 after 5 years continuous service plus statutory holidays.

Holidays must be taken during the school holidays.

Salary Scale

Salary Scale Grade G point 8 – 20 £20,852 – £26,446 pro rata. Actual Salary per annum £9,630.03 – £12,213.49.

Safeguarding

Cirencester Kingshill School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment. This post is subject to an enhanced Disclosure and Barring Service check.

We welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

How to Apply

- Please complete the Application Form for Support Staff.
- Include the names, addresses, contact numbers and email addresses of your two referees.
- Include your C.V.

Please note that applications without the above being completed/included will not be accepted.

- It would also be helpful if you could include a letter of application which explains how your experiences and skills will best fit the role of Examinations Officer (Senior Invigilator).

Please email completed application forms and relevant documentation to jobs@cirencesterkingshill.gloucs.sch.uk.

Closing date for receipt of applications is midday Friday 24th June 2022

Interviews – Week commencing 27th June 2022

We reserve the right to close this advert earlier if there is a sufficient number of applications.

If you require any further information please do not hesitate to contact me.

Miriam Hall

Personnel Officer

Email: mhall@cirencesterkingshill.gloucs.sch.uk

Telephone: 01285 651511 ext. 203