



Queen Mary's Grammar School

Headmaster: R J Langton, M A

Lead Invigilator/Senior Invigilator

37 Hours per week (8:00 – 16:30)

Contract Type: Casual/Temporary (during exam periods)

Hours: Variable throughout the academic year (typically May–June for GCSE and A-Level exams).

Morning sessions require availability from 8:00 AM, with afternoon sessions concluding at 4:30 PM.

Reports to: Examinations Officer

Salary: SCP 9 (£13.69 per hours plus holiday pay)

Start Date: May 2025

Queen Mary's Grammar School, Walsall is an invigorating and rewarding place to work: the pupils are engaged and committed to study; the staff are intelligent, friendly and forward looking.

We are looking to appoint an enthusiastic, dynamic and dedicated Lead Invigilator to join our collaborative and supportive department. The ideal candidate will be required to provide a high standard of invigilating both internal and public examinations in accordance with regulations laid down by the examining bodies. It is important that the ideal candidate is able to work both independently and lead a team of invigilators to uphold the integrity and fairness of all assessments.

You will ideally have experience of working within an invigilation role within a school context. You are someone who is flexible, able to use initiative and keep calm under pressure or during an unexpected circumstance. You are someone who pays high attention to detail and accuracy. The ideal candidate will demonstrate strong leadership, excellent attention to detail, and the ability to manage and support a team effectively. Knowledge of Exam Invigilator regulations would be an advantage, but training will be given.

We strongly encourage you to discuss the role with the current examinations officer. If you would like more information about the role, please contact Simran Sahota, Executive Assistant by emailing s.sahota@qmgs.merciantrust.org.uk to arrange such discussion.

Applications should be made using the recruitment portal on the vacancies page of our website and set out how your experience and expertise match the requirements of job description and person specification. Please read the information pack, which is also available on the job listing.

Closing date: Sunday 6 April 2025

Interviews: W/C 7 April 2025

Queen Mary's Grammar school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. Safeguarding and Safer Recruitment Policies can be found on our website. This position is subject to appropriate vetting procedures including a criminal record check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions as part of the recruitment process.