



West Kirby

Grammar School

Exam Invigilator

September 2025

£13.84 per hour +16.02% holiday pay - Term Time only

Graham Road, West Kirby, Wirral. CH48 5DP

www.wkgs.org

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Advertisement

Casual Cover Supervisor

September 2025



Exam Invigilator

Hourly contracts, term-time only – £13.84 per hour + 16.02% holiday pay

West Kirby Grammar School is seeking reliable and conscientious individuals to join our team of Exam Invigilators. You will play a vital role in supporting the school by ensuring the smooth and fair conduct of public and internal examinations in line with the regulations set by examination boards.

This role is ideal for individuals who are:

- Highly organised and attentive to detail.
- Calm under pressure and able to remain professional at all times.
- Confident in communicating clearly and effectively with students.
- Flexible and able to work on a casual basis, as and when required during exam periods.

Duties include:

- Preparing examination rooms and materials.
- Supervising students during examinations to ensure all rules and regulations are followed.
- Assisting with the collection and collation of exam papers and scripts.
- Supporting the Data & Exams Team with related tasks to ensure the smooth running of exam sessions.

About Us

West Kirby Grammar School is a very successful selective girls' school, with boys admitted into the Sixth Form. We have more than 1,200 students on roll, including a thriving Sixth Form of around 300. Our students consistently achieve outstanding GCSE and A Level results.

Casual positions – As and when required on a daily or weekly basis to support the school to provide supervision to students.

Further information and an application form are available to download from the School's website (www.wkgs.org) or by contacting the School on 0151 632 3449.

How to Apply

Complete the application form online and supply a letter, of no more than two sides, explaining why you wish to join our school and what skills and experience you can bring to the school.

Closing date: This is an ongoing recruitment process – we welcome applications at any time.

Interviews: Arranged with applicants on receipt of application.

Job Description

Exam Invigilator

September 2025



Job title: Exam Invigilator

Reporting to: Data & Exams Manager

Grade: NJC Point 6

Salary: £13.84 per hour + 16.02% holiday pay

Hours: Hourly, as required by the school, Term Time only

Key Role/Function:

To support the Data & Exams Manager by supervising students during examinations, ensuring that all assessments are conducted in accordance with JCQ regulations and school procedures. Exam Invigilators play a vital role in maintaining the integrity of the examination process and supporting students to have the best possible experience.

Specific Duties

Administrative/Teacher/Student Support

- To prepare examination rooms in line with JCQ and school requirements.
- To ensure students enter and leave exam rooms in silence and examinations start and finish under formal conditions.
- To issue the correct exam materials and information to candidates.
- To supervise candidates at all times during examinations, maintaining security and compliance with JCQ regulations.
- To monitor for irregularities and report any incidents, malpractice or concerns to the Data & Exams Manager.
- To collect and return completed scripts and exam papers securely to the Data & Exams Office.
- To provide support to students with approved access arrangements (e.g. Reader/Scribe, separate room invigilation).
- To assist with the supervision of candidates with timetable clashes, as directed.

Other Duties

- To uphold the school's policies and procedures at all times.
- To undertake safeguarding, child protection and health & safety responsibilities as required.
- To attend training sessions to ensure up-to-date knowledge of exam regulations and procedures.
- To treat all candidate and exam information as strictly confidential.
- To be flexible in working hours to meet the demands of the exam timetable.

Person Specification

Exam Invigilator

September 2025



Job title: Exam Invigilator

Reporting to: Data & Exams Manager

Grade: NJC Point 6

Salary: £13.84 per hour + 16.02% holiday pay

Hours: Hourly, as required by the school, Term Time

This person specification is related to the requirements of the post as determined by the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification.

You should refer to these requirements when completing your application.

E: Essential D: Desirable

1. Qualifications

- Proven administrative skills (E)

2. Experience

- Experience of working with young people in a school or similar environment (D)
- Previous exam invigilation experience (D)

3. Knowledge & Skills

- Attention to detail and accuracy (E)
- Ability to communicate clearly and confidently with young people (E)
- Ability to remain calm and professional under pressure (E)
- Good organisational and time management skills (E)
- Ability to work effectively as part of a team (E)
- Ability to follow procedures and instructions precisely (E)

4. Special Requirements

- A commitment to safeguarding and promoting the welfare of children (E)
- Professional approach to conduct, attendance and dress (E)
- Enhanced DBS clearance and identity checks (E)
- Excellent references (E)

Staff Wellbeing

Casual Cover Supervisor

January 2025



Staff Wellbeing

The wellbeing of staff is central to the approach taken by Governors, the Headteacher and the SLT at West Kirby Grammar School.

We have an excellent sense of community within our whole staff, who work very hard as a team to support one another in their endeavours. Below are examples of some of the systems we have developed to help maintain a happy and positive staff.

- In-house Wellbeing Manager available to all staff, and Staff Wellbeing Committee that monitors and responds to staff needs.
- A flexible and generous approach to family appointments and child events
- Complimentary tea and coffee
- Complimentary Christmas Dinner for all staff each year
- Staff Christmas Cake baking event
- Complimentary coffee and cake mornings or afternoons
- Opportunities for professional development always considered
- Headteacher 'Open Door' Policy at all times
- On site car valeting offered

Life in West Kirby

WKGS is a nurturing and supportive institution with exceptional rates of staff retention. Very few staff move on each year, and these are largely due to opportunities for promotion or staff retirement.

West Kirby is a fantastic place to work and live. Found on the North West coast, it is regularly rated in The Times as one of the Top 10 places to live in the North West. Just half an hour by train from Liverpool, it is a beautiful seaside town with a high street full of independent shops, the Marine Lake, the picturesque Hilbre Island and miles of sandy beaches.



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