WOLVERHAMPTON
GRAMMAR SCHOOL

EXAM INVIGILATORS

PERMANENT, PART-TIME ROLE, TERM TIME ONLY
ZERO HOUR CONTRACT
£13.21 PER HOUR (SCALE POINT 24A)

PROVIDING AN EDUCATION THAT TRANSFORMS LIVES AS WELL AS MINDS

Wolverhampton Grammar School is one of the oldest schools in the country, founded in 1512. As a selective and co-educational **independent school for pupils aged 4-18 years, it enjoys an outstanding reputation. This is your opportunity to join an award-winning, nationally recognised and forward thinking School.**

We are seeking a reliable, professional and organised Exam Invigilator to support the smooth running of examinations at Wolverhampton Grammar School. This is an excellent opportunity for an individual with strong attention to detail, excellent communication skills and the ability to work calmly under pressure to play a key role in ensuring examinations are conducted in accordance with awarding body regulations and school procedures. The successful candidate will help maintain a secure, fair and supportive environment for all students during examination periods

If you wish to apply, please compete an application form and send to recruitment@wgs-sch.net. For more information about the School, please visit www.wgs.org.uk or contact Carrie Clines on 01902 421326.

CLOSING DATE FOR APPLICATIONS: Sunday 1st November 2026

INTERVIEW DATE FOR APPLICANTS: W/C 2nd November 2026

Wolverhampton Grammar School is committed to safeguarding. There will be an enhanced DBS check prior to the appointment. Registered Charity Number: 1125268.

INTRODUCTION TO WOLVERHAMPTON GRAMMAR SCHOOL

Wolverhampton Grammar School was founded in 1512 by Sir Stephen Jenyns to provide a "good, moral education" for the children of Wolverhampton.

Although that same impulse motivates us today, children now join our School community from across Wolverhampton, Staffordshire, Shropshire and the wider West Midlands region.
We partner with a range of local and national organisations to deliver a rigorous education both within the classroom and outside the School. These associations include the prestigious Merchant Taylors' Company where our founder was twice elected Master.

Over 500 years later, Jenyns' school is now an award-winning, successful co-educational independent school with a national reputation and an alumni community that spans over 30 countries.

Our Compton Road campus, located to the west of Wolverhampton spans over 25 acres, with stunning architecture offering a reminder of our School's rich history. The large school hall, affectionately known as "Big School" by our staff and students is a well known local landmark and reminder of our long, successful heritage.

National award winning and judged "Excellent" in all areas by the Independent Schools Inspectorate, as the leading independent school in the city we enjoy an outstanding reputation and put the wellbeing of our staff and students at the heart of everything we do.

THE SUNDAY TIMES
SCHOOLS GUIDE 2024
TOP 10 INDEPENDENT SCHOOL FOR ACADEMIC PERFORMANCE WEST MIDLANDS

SHORTLIST 2025
INDEPENDENT SCHOOLS OF THE YEAR AWARDS
IN ASSOCIATION WITH schoolblazer

79%
Grade 9-6 (A*-B equivalent) awarded at GCSE

76%
A* to B grades awarded at A Level

25
acre site

A school community that inspires openness, trust and mutual respect

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YOUR ROLE AS EXAM INVIGILATORS

Job Summary

Line Manager: Exams Officer/Head of Careers
Contract: Permanent, Part time. Zero Hour Contract
Working Hours: Flexibility will be required.
Salary : £13.21 per hour (scale point 24a)

Reporting to the Exams Officer, the successful candidate will play an important role in ensuring the smooth and effective running of examinations at Wolverhampton Grammar School.

The role involves supervising examinations in accordance with JCQ regulations, awarding body requirements and school procedures, maintaining the security and integrity of the examination process, and providing a calm, supportive and professional environment for students.

We are looking for reliable, organised and vigilant individuals with excellent attention to detail, good communication skills and the ability to remain calm under pressure. Previous invigilation experience is desirable but not essential, as training will be provided.

Invigilators are expected to offer good availability during the school's main examination periods, typically January, May and June. All invigilators are expected to complete a minimum of 3 days invigilation during the Summer exam season.

Job Description

- Supervise candidates during examinations, ensuring examination regulations and procedures are followed at all times.
- Assist with the preparation of examination rooms, including setting out desks, materials and equipment as required.
- Conduct candidate identification checks and ensure students are seated according to seating plans.
- Distribute and collect examination papers and materials in accordance with examination board requirements.
- Provide clear examination instructions and respond appropriately to candidate queries within regulatory guidelines.
- Maintain a calm, focused and orderly examination environment.
- Monitor candidates throughout examinations to prevent malpractice and ensure compliance with examination conditions.
- Report any incidents, irregularities or breaches of examination regulations to the Exams Officer promptly.

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YOUR ROLE AS EXAM INVIGILATORS

Examination Administration

- Assist with the organisation, secure handling and distribution of examination materials.
- Support the collection, checking and secure return of completed examination scripts.
- Ensure examination rooms are prepared and cleared efficiently before and after examinations.
- Maintain accurate attendance records and complete required examination documentation.
- Assist with the implementation of access arrangements for students where required.
- Support mock examinations and other assessments throughout the academic year.

Compliance & Professional Standards

- Maintain strict confidentiality regarding examination materials, student information and examination outcomes.
- Ensure compliance with JCQ regulations, awarding body requirements and school policies.
- Attend training sessions and briefings as required to remain up to date with examination procedures.
- Follow all safeguarding, health and safety, and data protection requirements.
- Present a professional and approachable manner when interacting with students, staff and visitors.
- Undertake any other reasonable duties commensurate with the nature and level of the post.

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