



Exam Invigilator

Casual, Part-time, Exam Seasonal work

Hourly rate: £10.50 plus holiday pay

We are currently looking for flexible and reliable Exam Invigilators to join our friendly team at Tonbridge Grammar School. The main purpose of this role is to supervise examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions.

Employment is on a casual basis to supervise students taking both mock and actual exams for IB and GCSE. These can take place throughout the year with the busiest times being November, January, May and June. Hours are variable depending on the exam timetable and your commitment. We are looking for candidates to be flexible but reliable with their availability.

Tonbridge Grammar School; a high performing state grammar school in Kent

Educating girls aged 11 to 16 years and with a co-ed sixth form, TGS regularly features in listings of the top ranked schools in the South East and the UK. In our most recent inspection in 2019 we were rated outstanding in every area by Ofsted. We have a vibrant enrichment programme and wellbeing is at the heart of everything we do. There is a real sense of community with staff, students and parents/carers working together.

A community where everyone is valued and supported to success

As a provider of employment and education, we value the diversity of our staff and students and consistently work to remove any barriers to progress and believe in fulfilling the Public Sector Equality Duty (PSED) outlined in The Equality Act 2010.

How to apply

Please send completed application form to: personnel@tgs.kent.sch.uk **CVs will not be accepted.**

Tonbridge Grammar School is committed to safeguarding and promoting the welfare of children. Please be aware that schools are also required to undertake online recruitment checks on shortlisted candidates under changes to Keeping Children Safe in Education legislation. This post is subject to an enhanced DBS check. We reserve the right to interview before the closing date. Only candidates successfully shortlisted for interview will be contacted.