

Ursuline College

Part of the Kent Catholic Schools' Partnership



Staff Application Pack

Exam Invigilator

Resilience. Integrity. Respect. Serviam. Aspiration.

Getting better never stops

Staff Application Pack

Letter from the Headteacher

Dear Applicant

Thank you for your interest in this exciting role within our secondary school, which forms part of the Southeast Kent Cluster of Kent Catholic Schools' Partnership.

We have a long tradition of providing Catholic education to those in the local community and educating each student who passes through our doors to achieve their personal best. Student well-being and learning are at the heart of everything we do.

We have extremely high expectations of what we do for the students in our schools and are keen to recruit like-minded, passionate colleagues who have the potential to redefine what is possible in the education landscape.

If you are passionate about making a better world through the power of education and have the skills to help us showcase the work we do, we would love to hear from you.

Kind regards

Danielle Lancefield
Headteacher



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The Post

Operational Line Manager:	Exams Officer
Grade:	Kent Scheme A
Hours per week:	As and when required
Weeks per year:	During exam season

Ursuline College is situated in beautiful grounds; within easy reach of both Canterbury and Dover, with a fast train service to London. Any enquiries are welcome.

Ursuline College All Staff Responsibilities:

- To be committed to safeguarding and promoting the welfare of children and young people within the school
- To act in a loyal and professional manner around school and to contribute to the overall ethos/work/aims of the school
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- To be aware of and support difference, and ensure equal opportunities for all
- To attend and support appropriate meetings/courses and to undertake any training as deemed necessary in order to keep abreast of development

SPECIFIC DUTIES

To support the Examinations Officer with the day-to-day operation of examination venues. This activity may include:

1. Assisting with setting up examination venues by laying out stationery, equipment and examination papers in accordance with JCQ procedures and local practice
2. Understanding, closely following and enforcing exam procedures and regulations
3. Assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues
4. Ensuring that candidates do not talk once inside examination venues
5. Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with procedures
6. Checking attendance during examinations
7. Recording details of late arrivals and early leavers and collecting scripts from early leavers
8. Escorting candidates from venues during the examination as required and supervising candidates whilst outside examination venues
9. Escorting candidates on toilet breaks ensuring no unauthorised material is consulted and that examination regulations are observed at all times
10. Collecting, collating and delivering scripts at the end of the examination in accordance with strict procedures
11. Supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner
12. Acting in accordance with local Emergency Procedures
13. Completing the Invigilators log at the end of each examination session

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To assist the Examinations Officer with other examination processes.

This activity may include:

1. Assisting with the packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues as appropriate
2. Assisting with the preparation of seating plans
3. Providing assistance for students with examination access arrangements

This job description may be reviewed and is subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the College in relation of the post holder's professional responsibilities and duties.

The post holder will be expected to carry out all duties in the context of, and in compliance with, all the College's policies and procedures.

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Safeguarding and Safer Recruitment

Application Process

You are welcome to contact HR at HR@ursuline.kent.sch.uk if you would like to visit the school before submitting an application.

For ease of applying, we are happy to accept applications directly from UK Teach.

Should you be shortlisted for interview, additional information may be requested at that time.

Closing date for applications: 9am Monday 26th October 2026

Interviews to be held on: To be confirmed

Start date: Exam season

All applicants need to have the Right to Work in the UK to be considered for this role. This vacancy may close on or before the specified closing date depending on the volume of suitable applicants. If you are unsuccessful, we will contact you accordingly.

Safer Recruitment

Ursuline College are committed to safeguarding and promoting the welfare of children and require all staff to share this commitment. Offers of employment are subject to an enhanced disclosure and barring service check. We are an equal opportunities employer.

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Ursuline College

Headteacher: Miss D Lancefield

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