



The Harvey Grammar School

EXAMINATION INVIGILATOR

Job Details

We are looking for a suitably qualified person to join our experienced team of Examination Invigilators, to assist with the preparation and running of public and internal examinations throughout the school year.

On most occasions, morning sessions run between 8.30am and 12.30pm and afternoon sessions run between 1pm and 4.30pm.

Our Examination Invigilators are employed on a Casual Relief contract (not required daily) with a salary of £12.21 per hour (£23,557 pro rata).

The successful candidate will need to possess the ability to give firm, fair and clear directions to pupils. You will be expected to remain vigilant and focussed for the duration of an examination and be sensitive to the learning needs of all students. Training will be given.

Applications are welcomed from candidates fitting this profile, regardless of age, gender, ethnicity or religion. If you think you are the person to join our team of Examination Invigilators, please complete an application form (available from the School Website – www.harveygs.kent.sch.uk). CVs will not be accepted.

The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to enhanced DBS clearance.

March 2025