



# Exam Invigilator

*Candidate Information*

  
**THE SUNDAY TIMES**

**SCHOOLS GUIDE  
2025**

**INDEPENDENT SECONDARY  
SCHOOL OF THE YEAR  
NORTH EAST**



# THE POSITION

We have an exciting opportunity for an Exam Invigilator to join our wonderful team of staff and girls.

You must have good spoken and written English as you will not only be supervising the students, but may be asked on occasion to act as readers or scribes for pupils with Special Educational Needs.

This is an excellent opportunity for anyone looking to gain further experience in schools for PGCE Placements or for those looking for seasonal work during the summer term.

The work is paid on an hourly basis and you will be required for a mix of sessions, mornings, afternoons and all day sessions.

You will need to be available from 8.15 for morning sessions and from 12.30 (often until 16.00) for afternoon sessions.

This job would, therefore, not be suitable for people who have other commitments at these times.





# WHY WORK AT DURHAM HIGH SCHOOL?

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- Durham High School is a fabulous family of staff and girls who strive for excellence in all we do.
- We are a group of highly qualified and enthusiastic teaching and support staff for who nurturing and developing girls is at the forefront of everything we do. The school comprises of Pre-Prep, Prep and Senior teaching staff, and a dedicated team of support staff including our Administration Team, Facilities Team, transport drivers and cleaners.
- You would be part of a community where girls are eager to learn, they are receptive, well behaved and engaged. Our staff enjoy teaching in small classes in well equipped spaces and a supportive environment.
- A free school lunch each day is offered to all staff during term-time and staff rooms have complimentary tea, coffee and biscuits.
- Access to our onsite confidential counselling service
- All staff have access to training opportunities for personal and professional development.



*The girls at Durham High School were amongst the most enthusiastic and motivated we have met.*

**Good Schools Guide**



# THE ROLE OF INVIGILATOR

Summary of Job Role	
<b>Durham High School Aims:</b>  To create a friendly, caring community based on Christian principles where every individual is valued To develop the potential of every girl in all areas of her life To encourage academic excellence and a life-long love of learning	
<b>Remuneration:</b>	Hourly Paid; £11.44 currently, £12.21 from April 2025
<b>Accountable to:</b>	Exams Officer
<b>Accountabilities</b>	<b>Key purpose of the role:</b> <ul style="list-style-type: none"><li>• Under the supervision of the Examinations Officer, working positively within the school's academic and pastoral systems by providing supervision for examinations and providing administrative and practical support for the conduct of examinations.</li><li>• Ensure the fair and proper conduct of examinations.</li><li>• Maintain the integrity and security of the examination and assessment process.</li></ul> <b>Key Responsibilities:</b> <ul style="list-style-type: none"><li>• Being fully conversant with the rules and regulations necessary for the proper conduct of examinations</li><li>• Ensuring that the room and materials are set out in a manner to comply with the above</li><li>• Collecting materials and other resources needed for examinations both before and after examinations</li><li>• Ensuring that the pupils admitted are fully conversant and compliant with the rules and regulations for the conduct of examinations</li></ul>

*Pupils flourish and develop high levels of self-confidence through the positive encouragement they receive from class teachers and other staff who provide individual support”*



# THE ROLE CONTINUED



- Giving full attention to the proper conduct of the examination i.e. not performing any additional task in the examination room.
- Informing the Exams Officer of any breaches of school discipline during the examination
- Being aware of the arrangements for contacting a subject teacher in relation to problems which may require their professional judgement
- To act as a Reader and/or Scribe for a pupil during an exam
- Under the supervision of the Examinations Officer assisting with the collection of exam boxes and the return of the exam packages
- Assisting with the admittance of pupils to the examination room
- Assisting with the completion of the invigilation and attendance register including pupils who may be in other rooms
- Notifying any changes or absences to the Examinations Officer
- Ensuring that pupils are seated according to the seating plan
- Under the direction of the Examinations Officer, despatching scripts to the pupils
- Ensuring that the exam starts promptly and pupils are aware of the time allotted
- Supervising pupils in allocated rows/groups
- Ensuring that pupil's requests are dealt with appropriately
- Collecting in all work at the end of the examination and ensuring its proper return to the appropriate office
- Ensuring that no examination papers are removed from the examination room
- Under the direction of the Exams Officer, ensuring that scripts are in candidate number order
- Assisting with the dismissal of pupils from the examination room
- Attending and participating in training and development activities as required.
- Participating in professional development and review.
- Being an effective role model for the standards of behaviour expected of pupils.
- Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the school.
- Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.
- Treating pupils consistently with respect and consideration and being concerned with their development as learners.
- Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.
- Working within school policies and procedures and being aware of legislation relevant to personal role and responsibility in the school.
- Recognising equal opportunities issues as they arise in the schools and responding effectively, following school policies and procedures.





# THE PERSON

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## The successful candidate should:

- Demonstrate high expectations of yourself and others
- Enjoy working collaboratively, being innovative and creative
- Have the skills and knowledge to ensure the school is a safe environment
- Possess excellent organisational skills
- Have an understanding when dealing with children and adults
- Keep calm under pressure whilst maintaining confidentiality
- Have an enthusiasm which would allow you to be supportive of the school's ethos
- Have experience in basic administration
- Have good communication and interpersonal skills
- Be reliable and conscientious
- Have a flexible approach to work
- Have experience of working in a school environment (desirable)





# OUR SCHOOL

Durham High School is a leading Independent Day School for girls aged 3 - 18. We were one of the first schools in the North East of England to take girls' education seriously and we are proud to continue that tradition today; we seek to develop the potential of every girl in all areas of life.

The school was founded in 1884 by the Church Schools' Company and in 1910 the school's governing body took over and formed an independent school. In the 1960s, Durham High School moved to its first purpose-built premises on the edge of the city adjacent to the new Durham University colleges. This began a period of building and expansion which continues to the present day.

## Our Aims:

- To create a friendly, caring community based on Christian principles where every individual is valued
- To develop the potential of every girl in all areas of her life
- To encourage academic excellence and a life-long love of learning

## Reputation and Exam results

Durham High School is consistently the best in County Durham for academic results and pastoral support. Classes are small and the pastoral care of pupils is given a very high priority. Our pupils consistently achieve some of the best results in the area at both GCSE and A Level.

In 2024 82.6% of pupils achieved grades A\*-B at A Level, which was significantly higher than national average. 63% of all grades were A\*-A,

At GCSE, the proportion of top grades (9-7) was 67.8%, which is significantly higher than regional and national averages.

Recently awarded Sunday Times Independent School of the Year North East 2025.

## Scholarships and bursaries

We are keen to widen access as much as possible, with means-tested bursaries, including some free places, to enable as many girls as possible to attend the school from a wide area.

There are also academic scholarships available at 11+ and 16+ together with scholarships *in Music, Performing Arts and Sport*.





# ISI INSPECTION REPORT

Durham High School was judged **'Excellent'** across all areas by the latest inspection carried out by the Independent Schools Inspectorate (ISI) in October 2022.

The school succeeded in fulfilling every standard examined during the Regulatory Compliance Inspection, where each standard is simply 'met' or 'not met': there is no evaluative judgement in the report beyond this.

This inspection includes the standards of the quality of education; the suitability of staff and those in contact with our pupils; the welfare of our young people and their moral, social and cultural development. We also met every requirement relating to the premises and the provision of information.

The key findings in the Educational Quality Inspection were:

**The quality of the pupils' academic and other achievements is excellent.**

- Pupils make excellent progress and achieve highly in both academic and other areas.
- Pupils' knowledge, skills and understanding are excellent across all

areas of learning.

- Pupils of all ages are excellent communicators who listen well and express themselves articulately both orally and in writing.
- Pupils demonstrate excellent study skills. Their attitudes to learning are outstanding and underpin the high levels of achievement throughout the school.

**The quality of the pupils' personal development is excellent.**

- Pupils display an extremely strong moral awareness and have a clear understanding of right and wrong.
- Pupils show outstanding levels of respect; they value diversity and demonstrate sensitivity and tolerance towards others.
- Pupils' social development is excellent; they collaborate extremely well in lessons and extracurricular activities.

*The Pupils at Durham High School are enthusiastic and ambitious learners, with a genuine desire to succeed..*

ISI Inspection Report, October 2022





# SENIOR DEPARTMENT

In Senior Department, a broad, balanced curriculum equips girls with the skills and academic excellence necessary for adult life in the 21st century. We believe that success is best achieved through enjoyment.

Durham High School's reputation for academic success is wholly justified: as experts in the teaching of girls, we know how girls learn and provide an environment in which they can flourish.

Our Senior staff are dynamic and enthusiastic, and are indefatigable in their efforts to secure the best possible outcome for our girls. Our lessons are engaging and stimulating, fostering curiosity and the determination to succeed. We encourage girls to be aspirational. Our pastoral care is also exemplary; each girl feels secure as part of a happy and compassionate community and knows she is valued as an individual.

To broaden and develop the interests of each girl, we offer an extensive extra-curricular programme with activities to suit all. There are opportunities in sport, drama and art, among others, and we regularly see pupil success locally, regionally and nationally in these areas. Our numerous clubs also include astronomy, dance, journalism, photography and practical science. Residential and day trips, as well as international trips, are offered to each age group, to help to broaden horizons to new experiences.

A key characteristic of Durham High School is a feeling of community and being part of a family in which every girl is known and valued by her teachers. We strive to ensure that not only are girls looked-after, but that they also look after each other, learning to respect difference.

Pupil voice is also incredibly important, with School Council, Eco Council, our Interact Charity group and various leadership opportunities throughout Senior Department ensuring that girls have the opportunity to make a positive contribution to the school and wider community.

Regular whole school events encourage all girls to be fully involved in the life of the school, as well as broadening their friendships to include girls in other year groups. We create opportunities both in the classroom and beyond for girls.

While academic expectations are high and we are certainly proud of our results, careful and caring support from staff ensures that girls manage their work load while maintaining a healthy balance with their other activities.

Supporting and nurturing spiritual and moral values, and encouraging positive mental health and wellbeing is high on our agenda. Our Personal, Social Health, Careers, Citizenship and Economic Education (PSHCCE) programme enables girls to explore and debate the issues and challenges they will encounter in the modern world.







# SIXTH FORM

We are proud of the vibrant, friendly community the Sixth Form at Durham High School provides, with its reputation for consistently outstanding achievement at A Level.

The caring, supportive environment ensures that all girls fulfil their academic potential, as well as developing the self-assurance, the moral framework and the leadership skills they will need in a challenging world.

The Sixth Form is sometimes taxing, but never dull, and will indubitably, be very rewarding and enjoyable. We are confident that studying in our Sixth Form provides two of the most enjoyable years of our pupils' school life, as well as the best possible preparation for university and beyond.

The Sixth Form is a close-knit community where girls can relax and enjoy the exclusive use of their common room, private study room and a diner. Each girl is assigned a Tutor who provides pastoral support and academic mentoring.

To complement their academic studies, our enrichment programme covers areas such as Democracy in Action, Astronomy and Life Skills. A programme of lectures is delivered by specialists in a range of fields.

There is extensive provision for extra-curricular activities and many of our Sixth Form participate in the Duke of Edinburgh's Award Scheme. Many

trips are on offer, both social and curriculum-based, with everything on offer from Christmas Shopping trips in a European city such as Paris, to a project-based expedition to a developing country such as Malawi or Vietnam.

Sixth Formers are encouraged to be involved in the life of the school and most undertake leadership roles or work with younger girls in the school, though After School Care or by supporting some of our many extra-curricular activities.

The learning environment is designed to enable girls to achieve their academic potential. Teaching groups are small and facilities are excellent. Our highly qualified teachers, who are all specialists in their subjects, are always available to offer individual advice and support.

Our Sixth Form team work closely with girls to provide advice and support at every stage of the university application process. Practice interviews are arranged with relevant professionals and extra lessons are provided for those who need to sit additional admissions tests such as UCAT, STEP and LNAT.

At the end of their studies, the majority of our pupils head to their first choice university, with many taking up places at prestigious Russell Group universities, or at Oxbridge.





# HOW TO APPLY?

- Please complete the application form, available from the School's website, <https://www.dhsfg.org.uk/parents/vacancies/> and submit with a covering letter outlining your reasons for applying and why you will be a good fit for our school community.
- Your application should be addressed for the attention of the Headmistress and sent by email to : [headmistress@dhsfg.org.uk](mailto:headmistress@dhsfg.org.uk)
- Closing date for applications: 9am on Wednesday 19 February
- Interviews will be held: Week beginning 3 March

## Safeguarding and Safer recruitment

Durham High School is committed to safeguarding and promoting the welfare of children. The successful applicant will be subject to an enhanced DBS disclosure.

In addition, as part of the shortlisting process, Durham High School will carry out an online search on the shortlisted candidates as part of its due diligence, as per The Governments 'Keeping Children Safe in Education ' document (September 2024) .

## Equal Opportunities

The School is committed to the principles of equal opportunity, diversity and inclusion. We are committed to attracting and retaining the very best staff and ensuring that our staff body reflects the diversity of our students and local community.