

# Applicant Information Pack



**ST. MARK'S CE SCHOOL**

ONE SCHOOL - SERVING ALL - THROUGH EXCELLENCE

# Executive Headteacher Message

Welcome to St Mark's Church of England School. I am privileged to be the Executive Headteacher of the first all-through school in Southampton. St Mark's is truly a wonderful school filled with polite, well-mannered students and excellent staff.

I have been the Headteacher at St Mark's since 2014, and have led the development of the school to 'Good' in all categories, whilst building a brand new school and growing as an all - through!

This has only been achieved because of the fantastic whole school team I have built around me. I truly believe that a happy team makes a happy school and that everyone who works at St Mark's is valued.

Our school is a great place to work. We focus on centralised policies and routines and try to remove as many barriers as we can so that people can get on with their jobs. Professional development through training and coaching is central to our offer for all staff, as no matter what stage you are in, on your professional journey, we just want you to grow as an individual.

*"Staff love working at this school. They are a strong team, and feel well supported by leaders regarding their well-being and workload." - Ofsted Nov 2022.*

What makes us a team is our focus on high expectations for all students and each other. We push each other to be the best we can be whilst being supportive and mindful of workload. Senior leaders have an open door policy, we listen to our staff and always strive to make adaptations to make things better for individuals, teams or the whole school.

St Mark's will continue to grow over the next 4 years. Opportunities for growth and career development for staff will be available. So if you strive for excellence in your career, like working in a team and value others wellbeing as much as your own, then please do get in touch.

Mrs Stephanie Bryant



Executive Headteacher



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# Our Values & Vision

St Mark's C of E School is to be a place where students acquire the knowledge and skills to become confident, resilient, lifelong learners who can contribute to the world they live in.

Through our core Christian values of love, service and belonging students will be supported by the whole community, to achieve excellence.

## Mission:

### One School

St Mark's CE All Through School will be one whole school community. We will create a sense of belonging for all who enter our school. Our school will be a safe place for those who learn and work here. Relationships between staff and students and high expectations of behaviour and conduct will be the key to the success of our school. Our ethos of nurture, high standards and expectations will be modelled through the school by excellent staff. Taught in age appropriate year groups, students will be given the opportunity to benefit from shared facilities and interaction with each other. Primary aged students will have the opportunity to have access to facilities which are not normally available in primary schools. Younger students will have older students as mentors and role models to enhance their school experience. Secondary phase students will have opportunities to develop skills in leadership and mentoring of younger students.

### Serving All

St Mark's C of E School will be an inclusive school, which will serve the community of Southampton. As a Church of England School, our values are underpinned by the teachings and example of Jesus. Jesus teaches us to 'love your neighbour as you love yourself'. We will put our students at the centre of our School by supporting them all irrespective of background, nationality, religion, gender or educational need to achieve high standards of education and behaviour. We will serve the students' families, working in partnership, supporting and encouraging them to work with us for the benefit of the students.

As a Church of England School we will expect our students to understand the purpose of serving others, through both our daily actions and through more sustained work helping those locally, nationally and internationally. Leaders of the school will create a culture where every member of the School community can thrive and flourish.

### Through Excellence

At St Mark's C of E School we will expect excellence from everyone. This means that leaders will seek to find the most appropriate innovative practice from national and international sources. Leaders will expect the best from the staff and students across the school, and support them to achieve. All staff, in partnership with parents and the wider community, will be expected to give their best at all times to ensure excellent future outcomes for students. Our students will make excellent progress from the moment they arrive at our school. Everyone in the School community will respect and honour one another in the way they look, speak and act. We will teach students at St Mark's our high expectations and work with students and families who need additional support with this.



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# Exam Invigilator

## Exam Invigilators

Grade 3 scale point 4 - FTE £12.85 per hour

Part-time, permanent

Required from June 2026

St Mark's CE School is one whole school community, where we create a sense of belonging for all who enter our school. Our ethos of nurture and high standards and expectations will be modelled through the school by excellent staff.

We are seeking 5 to 6 Exam Invigilators to assist in the running of all school mock exams. Invigilating is a vital role in supporting the Exams Officer to run busy exam periods in the school calendar. We are seeking individuals who can promote a supportive and calm atmosphere so that our students are able to fulfil or exceed their potential during examination periods. In addition to Exam Invigilator duties, you may also act as a reader or a scribe for students who require access arrangements to support them in their examinations. Therefore, applicants must be confident in their literacy skills.

We would like successful candidates to work at different times throughout the year to assist with internal mock examinations but particularly during the week commencing 1<sup>st</sup> June 2026. Further dates are to be confirmed.

This position is suitable for individuals from all backgrounds with a variety of skillsets, regardless of your stage of career. If you are looking for a flexible position that requires working only a few weeks a year then this is the role for you.

For more information and to apply, please visit

<https://www.stmarksschool.co.uk/vacancies.html> and fill in our 'Support Staff' application form. Completed applications should be then emailed to: [recruitment@st-marks-southampton.org.uk](mailto:recruitment@st-marks-southampton.org.uk)

Closing date: Friday 6<sup>th</sup> February 2026

We reserve the right to call candidates for interview and appoint to the role before the closing date.

Unfortunately we do not have the ability to support sponsorship.

St Mark's Church of England School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This role requires an enhanced DBS.



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# Job Description

## CORE PURPOSE:

Responsible for ensuring that examinations are conducted according to the regulations to:

- ensure all candidates have an equal opportunity to demonstrate their abilities
- maintain the security of the examination materials before, during and after the examination
- prevent possible candidate malpractice
- prevent possible administrative failures

## MAIN RESPONSIBILITIES:

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and St. Mark's Church of England school regulations and requirements.

### Before examinations:

- Report to and be briefed by the exams officer prior to each exam session
- Keep confidential exam question papers and materials secure before, during and after exams
- Ensure exam rooms are set up according to the requirements
- Admit candidates into exam rooms under formal examination conditions
- Give full attention to conducting the examinations properly
- Identify candidates and seat candidates according to the required arrangements
- Distribute the correct question papers and exam materials to candidates
- Instruct candidates in the conduct of their exams
- Deal with candidate questions according to the regulations
- Start exams

### During examinations:

- Supervise and observe candidates throughout the whole time examinations are in progress, giving complete attention to this duty
- Be vigilant and remain aware of incidents or emerging situations
- Keep disruption in examination rooms to a minimum
- Deal with emergencies or irregularities effectively
- Record/report any incidents, disruption or irregularities
- Complete attendance registers
- Deal with candidate questions according to the regulations

# Job Description cont.

## MAIN RESPONSIBILITIES CONTINUED:

### After examinations:

- Instruct candidates in finishing their examinations and collect examination scripts and materials
- Dismiss candidates from the examination room
- Check candidates' names on scripts, match the details on the attendance register
- Securely return all examination scripts, question papers and materials to the exams officer

### Other tasks

- Undertake training, update and review sessions as required
- (prior to invigilating any external examination in a new academic year) Undertake relevant online invigilator training and assessment, centre-specific training/updates for that academic year
- Undertake, where required and where able, other duties requested by the exams officer, for example:
- centre supervision of examination timetable clash candidates between examination sessions
- facilitating access arrangements for candidates, for example as a reader, scribe, etc. (full training will be provided)
- other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'

### Invigilators are required to:

- declare whether they have invigilated previously and whether they have any current maladministration or malpractice sanctions applied to them
- confirm their availability in advance of main examination periods

# Person Specification

Description	Essential	Desirable
Be reliable, flexible and readily available during main examination periods	X	
Have strong literacy skills and possess at least a grade C/4 or above in GCSE Maths and English	X	
Have effective communication skills and good interpersonal skills with staff and pupils	X	
Work well as part of a team as well as having the ability to work one's initiative	X	
Be confident and a reassuring presence to candidates in examination rooms	X	
Be able to give instructions and manage situations involving different groups of people	X	
Have basic IT skills (familiar with use of email, mobile phone messaging, etc.)	X	
Previous experience of invigilation and understanding of JCQ regulations		X
Invigilators must confirm the confidentiality and security requirements relating to the invigilation process are known, understood and will be followed at all times	X	

# How to apply

We will review applications as and when they are received.

To apply please visit our website:

<https://www.stmarksschool.co.uk/community/vacancies-at-st-marks/>

Please complete the 'support staff' Application form, when completed please email to: [recruitment@st-marks-southampton.org.uk](mailto:recruitment@st-marks-southampton.org.uk) or via TES.

If you need any more information on the role please call: 02380 720056 or email [recruitment@st-marks-southampton.org.uk](mailto:recruitment@st-marks-southampton.org.uk)

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