

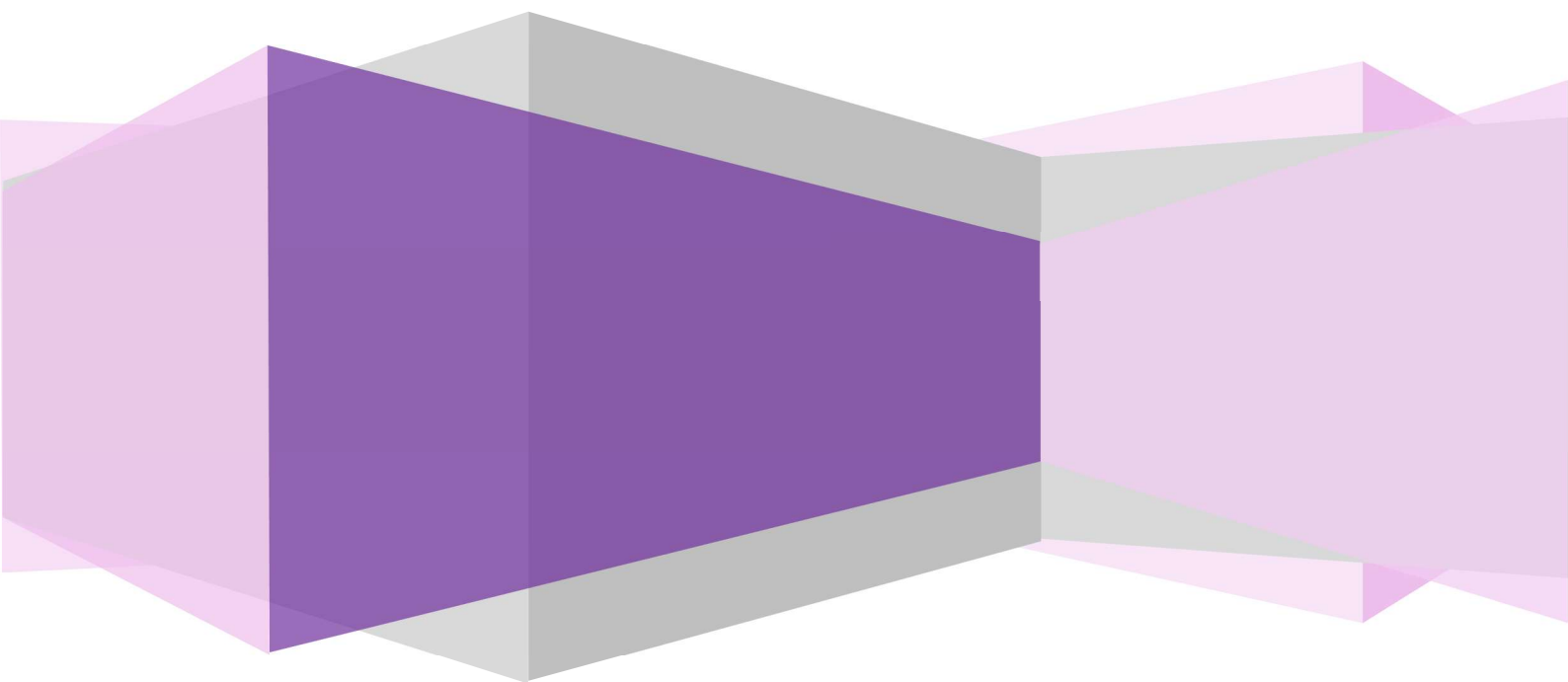
Bishop Justus CE School

www.bishopjustus.bromley.sch.uk

Application Pack

Casual Examinations Invigilator

Required: Immediate Start



SUCCESS THROUGH FAITH, LOVE AND LEARNING





Casual Examinations Invigilator

Bishop Justus School is looking for a new team of invigilators to join our exams department for the upcoming peak season in May 2026. If you have a few hours to spare each week and would like to get involved with your local community this is a great opportunity!

Our ideal candidate will:

- Have a flexible attitude;
- Good communication skills;
- Friendly and outgoing personality;
- Excellent team player;
- Ability to meet high standards of service;
- Good time management skills and the ability to prioritise tasks;
- Able to relate to both staff and students;
- Knowledge of basic food hygiene. (Training provided) and;
- A good sense of humour.

In return, we offer:

- A happy community committed to the professional development of all colleagues;
- A distinctive local context ensuring we place inclusivity at the heart of all we do;
- A skilled and experienced team of teachers and other professionals;
- A motivated leadership team leading rapid improvement to the students' life chances;
- A school in which the students are enthusiastic, engaging and thoughtful.

We are committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check.

As an employee of the Aquinas Church of England Education Trust you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.



THE APPLICATION PROCESS AND TIMETABLE

CLOSING DATE

You are invited to submit an internal application form, available with this pack, or a letter of interest outlining your suitability for the role against the person specification and job description.

- **Closing date for applications:** 6th February 2026 - noon

We reserve the right to withdraw the vacancy, should we find a suitable candidate

SHORT LISTING

The candidates selected for interview will be informed after short listing and full details of the interview programme will be provided. If you have not heard anything from us after the interview date below, please assume your application has not been successful.

INTERVIEWS

Candidates will be invited for interview.

- **Interviews:** w/c 9th February 2026

APPOINTMENT

All candidates will be contacted following interview.

- **Appointment to commence:** Immediate Start

APPLYING

Please send your application, outlining your suitability for the role against the enclosed person specification and job description, by email to recruitment@bishopjustus.bromley.sch.uk.

Please note a signed copy of your application form will be required prior to interview.

Bishop Justus is committed to safeguarding the young people in our care and we expect all our staff to share this commitment. As an employee of the Aquinas Church of England Education Trust you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.



JOB DESCRIPTION

DETAILS

Job Title: Casual Examinations Invigilator

Grade: Aquinas 1.1

Salary: £13.00 per hour

Hours: Casual contract

Accountable to: Examinations & Data Officer

THE ROLE

Examinations Invigilator are key people in helping with the smooth running of the Examinations. The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body. To uphold the school's policy in respect of child protection matters. S/he shall be subject to all relevant statutory and institutional requirements and training will be provided.

You should have a friendly and outgoing personality, a flexible approach to working within a team and should be able to relate to both staff and students, of all ages and abilities. We are looking for people who are also:

- reliable
- excellent communicators
- team players
- able to follow and give clear instructions

DUTIES AND RESPONSIBILITIES

- To be aware of information issued by examination board/s such as 'Instructions for the Conduct of Examinations', 'Checklist for Invigilators', 'Notice to Candidates' and the 'Warning to Candidates'.
- To assist in the setting up of exam venues as per examination board requirements.
- To assist in the evacuation of the examination room in case of emergency as per school and examination board policies and procedures.
- To report as required any incidents of unacceptable behaviour or issues of concern to the appropriate member of staff.
- To give one's whole attention to the proper conduct of the examination as per examination board and school requirements including the following points:
- To take all reasonable steps to ensure that candidates take into the examination room only those articles, instruments or materials which are expressly permitted in the rubric of the question paper, stationery list or in the syllabus for the subject being examined
- To warn candidates that any unauthorised materials must be handed in
- To ensure that only authorised persons are allowed in the exam room



- To ensure that each candidate in the examination room can be observed by an invigilator at all times
- To ensure that no candidate leaves the room until at least one hour after the published starting time or a period equal to the duration of the examination, if less than one hour
- To summon assistance as required and without disturbing candidates in order to deal with unexpected situations such as:
 - Candidates who need to leave the room temporarily (must be accompanied by a member of staff)
 - Candidates in need of medical attention
 - Concern regarding unusual activity of materials
- To inform candidates when they have five minutes remaining and to stop writing at the end of the examination as required.
- To help collect all scripts, question papers and unused stationery before candidates leave the examination room.
- To ensure that staff do not remove question papers from the examination room until the end of the examination session.
- To attend relevant meetings and training sessions as required.
- To establish and maintain good relationships with all students, colleagues and other professionals.

At Bishop Justus School staff are expected to work in line with the school's Ethos.

Responsibilities are likely to change over time and you will be expected to perform duties of a similar nature such as the Headteacher may reasonably require



| PERSON SPECIFICATION | |
|---|-------------------------|
| CASUAL EXAMINATIONS INVIGILATOR | |
| KEY SKILLS AND KNOWLEDGE | ESSENTIAL/ DESIRABLE |
| Effective oral/written communication skills | E |
| Good numeracy skills | E |
| An understanding of examination processes | D |
| EXPERIENCE | |
| Experience of working within a team focused environment | E |
| Experience of working or studying in a higher education | D |
| PERSONAL ATTRIBUTES | |
| Bright, Friendly personality | E |
| Flexible / Adaptable | E |
| Accuracy and attention to detail | E |
| Ability to relate to academic staff and students | E |
| Ability to work under pressure and to tight deadlines | E |
| Ability to work within a team or independently | D |