

EXCELLENCE THROUGH ENDEAVOUR



# The Richmond upon Thames School

Job Application Pack  
Examination Invigilator





**Dear Candidate,**

**I am delighted that you have expressed an interest in The Richmond upon Thames School (RTS).**

As a thriving comprehensive secondary academy (11-16), we have grown rapidly since opening in 2017 and now have 762 students across Y7 to Y11. In partnership with our Campus Partner, Richmond upon Thames College, we have launched RTS Sixth Form Plus, a distinctive, jointly-led provision designed to ensure our students experience a seamless and aspirational transition to KS5.

The years ahead promise to be particularly exciting. Situated at the heart of the Richmond Education and Enterprise Campus, RTS is uniquely positioned within a dynamic hub of education and innovation. We work alongside two outstanding special schools (Clarendon and Capella House) and a leading further education college (Richmond upon Thames College), creating a truly collaborative learning environment. Our state-of-the-art, purpose-built premises, alongside the next phase of campus development, including our new Sports Centre and the College's STEM Centre, both of which opened in 2024, provide an exceptional setting in which to learn and work.

Our ambition to do the ordinary differently continues to define our journey, as we establish RTS as a beacon of excellence. We recognise that being an outstanding school depends on the exceptional people within it. That is why we are committed to recruiting, supporting, and developing dedicated professionals who are passionate about education's transformative power. We want our staff to thrive, to excel through professional development, and to contribute meaningfully, not only to our students' lives but also to the broader educational landscape. At RTS, we foster an environment where ambition, innovation, and inclusivity shape the next generation of learners and leaders.

If you are driven to engage and inspire students, eager to work within a team of professionals who are relentlessly focused on continuous growth, and keen to collaborate with our industry and education partners, Haymarket Media Group, Harlequins FC, the National Physical Laboratory (NPL), and Richmond upon Thames College (alongside the wider HRUC group), then RTS is the perfect place for you. Our partnerships allow us to diversify and enrich the student experience, ensuring that every young person leaves RTS equipped for limitless opportunities and ready to be a champion for equality and social justice.

We welcome prospective candidates to reach out with any questions prior to submitting an application. Please contact Barbara Munro, PA to the Head Teacher, at [pa@rts.richmond.sch.uk](mailto:pa@rts.richmond.sch.uk) to arrange a suitable time.

We look forward to receiving your application and wish you well with the process.

A handwritten signature in black ink, appearing to read 'K Dooley', with a small dot at the end.

Kelly Dooley  
**Head Teacher - The Richmond upon Thames School**

Our motto

# *Excellence Through Endeavour*



## Our school

**RTS is a co-educational, non-selective and non-faith based school for 11-16 year olds and admits six forms of entry (162 children) per year.**

The Richmond upon Thames School (RTS) provides an inspiring place for young people to learn and work purposefully towards achieving their best at all times. Our students are valued as individuals, recognised for their talents and challenged in their endeavours.

Our school encourages an atmosphere that rewards hard work and expects high academic achievement, but also provides an environment where children can develop as people and learn valuable life skills. Our students will emerge as confident, resilient individuals, who can build positive relationships and demonstrate commitment in everything that they do.

RTS strives to be a welcoming place where everyone is valued highly and where tolerance, honesty, cooperation and mutual respect for others are fostered. It provides equal opportunities for all children regardless of disability, gender, race, religion or beliefs. We also promote a shared sense of purpose with our students, teachers, parents, and Trustees; all working towards a common goal to make the best possible school for our children.

Our team of talented staff inspire and nurture students throughout their school life, delivering imaginative, stimulating lessons that keep every child engaged. The school is already characterised by its excellent working relationships with industry partners, giving students the best possible foundations for their future careers. Our partners help shape the curriculum and set real-world projects, and will offer work experience and provide mentoring. Our unique access to real-world facilities through on-site partners Harlequins, Haymarket Media Group and Richmond upon Thames College, offer students a huge range of opportunities that will transform their future employment potential and enhance both their personal and physical development.

As leaders in digital technologies, we give every student the opportunity for safe and responsible access to the latest digital devices and encourage them to become the developers, not just the consumers, of future technology.

As a new school, connecting with our local community is important to us. Through supporting local projects, our students are encouraged to participate in programmes that widen their experiences and teach them the value of helping others. The school will also serve as a learning hub, providing a range of before-and after-school clubs, holiday activities, sports facilities hire and adult evening classes.



## Our campus and facilities

RTS is housed in a purpose-built facility, with Clarendon School's secondary students and Capella House students accommodated in adjoining spaces.

Together with the newly constructed Richmond upon Thames College, these institutions form the Richmond Education and Enterprise Campus, a hub of education, innovation, and opportunity.

Our outdoor sports facilities include five multi-purpose courts for hockey, tennis, and netball, alongside direct access to both 4G and grass pitches for rugby and football. In 2024, the campus expanded further with the opening of a double-height Sports Centre, featuring a four-court sports hall, a dedicated dance studio, and modern changing facilities.

The Education Campus model is redefining learning, integrating education with enterprise to equip students with the skills, experiences, and opportunities they need to succeed. Through strategic partnerships with Richmond upon Thames College, the Auriga Trust (Capella House and Clarendon), Haymarket Media Group, Harlequins, and the National Physical Laboratory, RTS benefits from a wealth of expertise from organisations that excel both nationally and globally. These partnerships continue to add a dynamic, real-world dimension to the school's curriculum and student experience.



**Richmond upon  
Thames College**

### Richmond upon Thames College

"Over the next two to three years the College is undergoing a transformation to become a first class further education college and a major technical and professional hub for West London with a reputation for academic and vocational excellence. The College is delighted to be a founder member of a school which will provide a high quality education, with a curriculum co-designed with us and the other Campus partners to provide choice and successful progression to further and higher education."



**haymarket®**

### Haymarket

"Having a clear understanding of what employers look for in a business professional is crucial for tomorrow's workforce. The Haymarket Skills Academy programme of media days, career support, work experience opportunities will help RTS students to maximise their potential."



### Clarendon School

"A brand new, purpose built building will provide facilities and teaching spaces specifically designed for the particular needs of Clarendon School's pupils, including those with autism. Being co-located on the Campus with RTS and the College will provide opportunities for inclusion for students to and from each setting and improved transition arrangements post-16. It will also allow access to shared facilities and improved opportunities for sharing staff expertise between settings."



Harlequins

### Harlequins

"Harlequins is immensely proud to be a part of RTS. As one of the school's partners, the Club will be working closely with the Free School to create a sporting programme for all age groups and levels across a range of sports to encourage participation and healthy living. There will also be a number of work placement opportunities with access to experts from the industry including health and nutrition, strength and conditioning, leadership and management. We are looking forward to working with the other partners to deliver an outstanding educational campus for 2017 and beyond."



## Our Members

The current members of the Richmond upon School Trust are Harlequins, Haymarket Media, Richmond upon Thames College and The National Physical Laboratory (NPL).

**Harlequins:** The Club has been in the borough for over 100 years with its original ground on the site that is now Twickenham Stadium. Since 1963, the Club has been based at the Twickenham Stoop stadium. Harlequins is one of the founding members of the RFU and boasts more presidents than any other club, as well as a healthy dose of international players. The Club supplied six England players for the wider 2015 Rugby World Cup squad.



**Harlequins**

In January 2015, Harlequins launched the Harlequins Foundation to bring together the considerable charitable activity delivered by Harlequin FC and to better harness the power of the players, the Club and its supporters. The Foundation's aims are simple – to give the next generation a better chance in life – particularly disabled or disadvantaged children.

The range of activity is extensive, from work in the local community to inner-city hostels, from London hospital wards to playing fields and classrooms in the Third World. Harlequins rugby, its values, the players and staff are central to delivering this and in turn gain considerable personal benefit from the experience.

**Haymarket Media Group** is a global media and information company, based in Richmond upon Thames borough, managing over 70 multi-platform brands including FourFourTwo, Stuff, Clothes Show Live, WhatCar?, Campaign, PRWeek and Third Sector.



Haymarket has a strong track-record of working with schools, colleges and universities locally and nationally and recently launched the 'Haymarket Skills Academy', an initiative that aims to develop the next generation of media talent.

The introduction of the Haymarket 'tech hub' on the Campus site will enable students to access industry standard technology and work with established professionals who will be on hand to provide 'master classes' and help shape curriculum content. The Haymarket 'tech hub' will comprise state of the art facilities to help ensure that the next generation of talent is equipped with the relevant skills they need to thrive within the industry.



**The National Physical Laboratory (NPL)** is the national measurement standards laboratory of the United Kingdom. It is one of the most extensive government laboratories in the UK and has a prestigious reputation for its role in setting and maintaining physical standards for British industry.

Founded in 1900, it is one of the oldest metrology institutes in the world. Research and development work at NPL has contributed to the advancement of many disciplines of science, including the development early computers in the late 1940s and 1950s, construction of the first accurate atomic clock in 1955, and the invention and pioneering implementation of packet switching in the 1960s, which is today one of the fundamental technologies of the Internet. The former heads of NPL include many individuals who were pillars of the British scientific establishment.



**Richmond upon Thames College** is a college of General Further and Higher Education providing education and training to 16-18 year olds and adults from across Richmond, London, Surrey and Berkshire.

As one of London's top colleges\* our purpose is to drive aspiration, ambition and achievement to help all learners achieve their goals and we work closely with employers to provide learners with opportunities that enhance their careers and life chances with inspired provision and a commitment to our community values of mutual respect, honesty, integrity and personal accountability.

We are dedicated to treating each learner as an individual and to help everyone who joins our vibrant student community fulfil their potential and achieve their aspirations. We offer a wide range of academic and technical vocational qualifications (entry level through to level 6) including a wide range of A Levels, higher education courses and apprenticeships. Around 3,000 students and employers choose to come to the College because we offer a friendly and supportive environment plus we get some of the best results in London.

## Our curriculum

**We are an inclusive school, where every student is stretched and challenged to exceed their personal best. Securing each child's academic success and independence is at the heart of our approach, with demanding teaching that fosters resilience, curiosity, and intellectual agility.**

Our teaching methodologies ensure that students engage critically with complex concepts, developing the analytical skills needed to thrive in an ever-changing world. While our curriculum remains rooted in traditional academic excellence, we take an enterprising approach to its design, leveraging innovative digital technologies and strategic partnerships to enrich learning. Our extended school day provides students with access to a wealth of diverse and enriching learning experiences beyond the core curriculum.

In KS3 (Years 7-9), students benefit from a broad and ambitious curriculum, studying Art, Computer Science, Design and Technology, Drama, English, French, Geography, History, Mathematics, Music, Physical Education, Prep, PSHCE, RE, Science, and Spanish.

At KS4 (Years 10-11), students undertake a rigorous suite of GCSEs, including Art, Citizenship, Computer Science, Design and Technology, Drama, English, French, Geography, History, Hospitality and Catering, Mathematics, Media Studies, Music, Physical Education/Sport, Religious Education, and Sciences (Biology, Chemistry, and Physics), alongside Spanish.

Learning at RTS extends far beyond the classroom walls. From scientific explorations at Kew Gardens during Science Week to theatre and gallery visits, masterclasses led by industry leaders, collaborative projects with universities, and weekend outdoor expeditions, students benefit from a dynamic, experience-rich education. As a technology-forward school, every student has access to a school-issued iPad, enabling them to engage with cloud-based classrooms, revisit lesson materials, and independently explore extension activities.

Sport plays a key role in the RTS experience, with students competing in tournaments against other schools and an annual Sports Day, which is deeply embedded in our house system—fostering team spirit, resilience, and a shared sense of pride in school life.

### KS3

Art	Music
Computer Science	Physical Education (PE)
Design and Technology	PSHCE
Drama	Religious Education (RE)
English	Science
French	Spanish
Geography	Enrichment
History	Prep
Mathematics	Academic Tutoring

### KS4

Art	English language	Physics
Biology	French	Physical Education (PE)
Chemistry	Geography	PSHCE
Computer Science	History	Religious Education
Citizenship	Hospitality & Catering	Spanish
Design and Technology	Mathematics	Sport
Drama	Media Studies	Academic Tutoring
English literature	Music	

## Our curriculum | extended day

At the Richmond upon Thames School, we have longer school days on Tuesday, Wednesday and Thursdays. We use our longer days to provide exciting enrichment options. In KS3, the enrichment curriculum personalises and broadens students' school experience through access to a wide range of exciting sessions including Master-Chef, dissection, choir, Karate, 3-D model making, gardening, a range of sports clubs and more. In KS4, students access a comprehensive careers education information and guidance programme, which supports students' development for the next stage of their lives.

Through our best endeavours, we strive to prepare our students for the next stages of their lives. We do this through a combination of methods, including PSHCE, academic tutoring, assemblies, employer visits, seminars, masterclasses, workshops, drop down days and 1:1 sessions.

As a school, we are committed to ensuring that the learning experience supports all of our students to develop to their full potential. We recognise that some students may have particular strengths, whether academic, musical, artistic or sporting and that others require support with special educational needs or disabilities. To support all students our dedicated staff work together to ensure no student is left behind and we do this by providing stimulating, engaging learning experiences delivered by excellent teachers.



## Job Advert

### Examinations Invigilators

**Start date:** To be confirmed

The Richmond upon Thames School is seeking to add to our bank of Examination Invigilators. We are looking to appoint flexible, reliable people who will thrive in a fast paced environments.

You will work as part of a team of invigilators who will ensure exams are carried out according to the JCQ regulations. This role will primarily involve supervision of candidates sitting public examinations and internal mocks examinations.

Hours are variable according to exam schedules.

The post would be ideally suited to applicants who:

- Are reliable, punctual, and readily available during exam periods
- Have effective communication skills and good interpersonal skills, including the ability to give instructions
- Will manage situations involving different groups of people
- Are able to work effectively both on their own and within a team
- Have good organisational skills
- Have basic ICT skills (are familiar with use of email, mobile phone messaging etc).
- Will be a reassuring presence to candidates in the exam room

Prospective applicants are welcome to discuss any questions that you may have prior to submitting your application; please contact Barbara Munro, PA to the Head Teacher at [pa@rts.richmond.sch.uk](mailto:pa@rts.richmond.sch.uk).



*The Richmond upon Thames School Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Successful applicants will be expected to complete an enhanced DBS check and to disclose any information relevant to Disqualification by Association.*

## Job description

<b>Job</b> <b>Salary</b> <b>Report to</b> <b>Line management</b>	<b>Examination Invigilator</b> <b>£12.50 per hour</b> <b>Exams Officer</b> <b>n/a</b>
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**Hours of work:** By negotiation and agreement during March, April, May and June

*Shifts - AM:* From 08:15 | *PM:* From 12:15

### Overall Job Purpose

- The school's main exam period is April until the end of June, although there may be other dates throughout the year where you will also be requested to work. The workload is shared between the team and schedules are sent out with dates/times on.

### Undertake and supervise the following tasks

- Take part in CPD activities as appropriate (usually in October/November and or March/April)
- To be trained on and then deliver arrangements required by candidates who have special arrangements whilst sitting their exam
- To ensure strict JCQ regulations are complied with before, during and after the exam
- To ensure that the integrity and security of the exam is maintained at all times and that the exam is conducted in silence in a manner such that no candidate is advantaged or disadvantaged
- To assist the Lead Invigilator set up the exam room to meet JCQ requirements. Helping as required to carry exam papers, boxes, set out exam papers to match the seating plan/candidate name cards
- To assist the Exams Officer with the daily running of exams such as carrying exam materials, supervision of rescheduled candidates and candidates with access arrangements
- To help candidates feel safe and relaxed before and during their exam to ensure they are given the best possible chance of success
- To provide assistance to candidates during examinations (e.g. enable them to find their allocated seats quietly and efficiently or answering enquiries during examination sessions)
- To supervise candidates in a quiet and unobtrusive manner to ensure examination board regulations are strictly observed
- To move around the room quietly observing candidates without causing a disturbance and monitoring for signs of cheating, communication or pupils looking unwell
- To supervise and ensure students with Access Arrangements (AA) are using their AA appropriately
- To ensure all candidates receive the correct information and exam paperwork
- To refer to the Exams Officer on all incidences, suspected malpractice and absent candidates
- To keep all matters such as candidate's personal information, exam question papers and candidates' scripts confidential at all times both within and outside of the School. This also applies to any incidences/events that occur during an exam
- To ensure that exam paperwork is never left unattended
- To deal with any candidate queries before and during the exam and pass to Lead Invigilator if necessary
- To ensure the examination room is clear and tidied for the next session and that equipment is fully stocked and ready for the next exam
- Return to the Exams Office with the Lead Invigilator to ensure the safe return of the exam papers
- To assist the Exams Officer with any requests that help to ensure the smooth running of the Exams
- To evacuate and closely supervise candidates in the event of an emergency. The Lead Invigilator will direct the students and staff in the room to the meeting point

### Other

- As requested by the Exams Officer
- The school will endeavour to make any reasonable adjustments to the job and the working environment to enable access to employment opportunity for disabled applicants or continued employment for any employee who develops a disability or disabling condition
- RTS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

## Person specification

	Essential	Desirable
<b>Qualifications and experience</b>	<ul style="list-style-type: none"> <li>• Educated to GCSE level A* - C or equivalent in English and Maths</li> <li>• Experience of working with students/young people</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience in working in a school in a similar role</li> </ul>
<b>Skills and personal attributes</b>	<ul style="list-style-type: none"> <li>• Be reliable, flexible and readily available during exam periods</li> <li>• Excellent interpersonal skills and an ability to communicate with staff, students, parents and visitors</li> <li>• Excellent organisational</li> <li>• Good IT skills including a good working knowledge of Microsoft Office, in particular Microsoft Excel, and the ability to use other ICT skills</li> <li>• The ability to work under pressure to deadlines</li> <li>• Willingness to work collaboratively and flexible, as part of a team</li> <li>• The highest standards of personal integrity, energy, stamina and enthusiasm</li> <li>• A close attention to detail and a conscientious approach</li> <li>• Calm and efficient manner and ability to work under pressure</li> </ul>	<ul style="list-style-type: none"> <li>• Good working knowledge Google Suite (Docs, Sheets)</li> </ul>

## Application details

Thank you for your interest in our vacancy at The Richmond upon Thames School. Further details of this post, the school and the Trust are included in this pack and on our website. Details of how to apply can be found below.

## How to Apply

Should you wish to apply for the post, please complete our online application form which is accessed via the vacancies page of the school website.

[www.richmonduponthameschool.org.uk](http://www.richmonduponthameschool.org.uk)

## School visit

Prospective candidates are welcome to discuss any questions that you may have prior to submitting your application; please contact Barbara Munro, PA to the Head Teacher at [pa@rts.richmond.sch.uk](mailto:pa@rts.richmond.sch.uk).

## Supporting statement

You will be directed to respond to the following questions within the electronic application form. Please refer to the job description and person specification when responding to the questions. **We do not accept CVs.**

1. Why is your prior experience particularly relevant to the context of the post?
2. What attracts you to the Richmond upon Thames School and this particular post?
3. If appointed, how will you ensure your support enables the school to achieve 'excellence'?

## Shortlisting

Due to the number of applications received we are unable to provide feedback to candidates who are not invited for an interview. The School reserves the right to commence the interview process at any time prior to the closing date so early application is recommended.

## Interview

To be confirmed.

## Safeguarding

The Richmond upon Thames School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

## Working At RTS

The school is well placed for excellent transport links whether travelling by foot, cycle, car, bus or train.

- There are ample secure cycle racks for staff to use (as well as staff showering facilities on site), as well as access to a 'Cycle to Work' scheme.
- Access to employee health insurance
- The site also has a secure, controlled access car park for staff to use with direct access to the A316.
- The school is well served by local bus routes in all directions; and is within easy walking distance to Twickenham train station, which is in Zone 3 and well served by South Western Trains. The station has recently undergone a major redevelopment with a new station building, access and shops.

There is a focus on developing community and positive staff wellbeing through:

- Employee Assistance Programme (EAP)
- Quiz nights
- Discounted tickets at some Harlequins matches
- Staff-led fitness and sports
- Discounted membership for Nuffield Health, Twickenham (next door to RTS);
- Seasonal gatherings
- Free tea and coffee in the light and airy staff social room
- Two-week Autumn half-term break; and
- Membership of a pension scheme is available.

Continuing professional development has a strong focus. There is an extensive programme available which extends to internal and external specialists, as well as partnerships with other educational and business providers.

Reciprocal school visits are encouraged with existing arrangements already in place.

RTS is proud of its well established links within the community and has an active PTA. We welcome and encourage local businesses and groups to join us during the annual Summer and Christmas Fairs.

**The Richmond upon Thames School**

Egerton Road, Twickenham

Middlesex, TW2 7SL

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