



EXAMINATIONS INVIGILATOR

Required for November 2026
and throughout the year

Closing date: 9am Tuesday 3rd November 2026
Interviews to follow thereafter

Christ's School, Queen's Road, Richmond upon Thames, TW10 6HW
Tel: 020 8940 6982 Email: hr@christs.school
www.christs.richmond.sch.uk



CHRIST'S SCHOOL

November 2026

Dear Candidate

Thank you for your interest in the position of Examinations Invigilator at Christ's School.

Christ's School is a Church of England comprehensive school for 1000 young people aged between 11 and 18. Our vision is to deliver Excellence as Standard to every member of our Christ's family: excellent leadership; excellent staff; excellent outcome and excellent partnerships.

Our school is situated on an enviable site adjacent to Richmond Park in Richmond upon Thames in South West London. We have excellent links with our feeder primary schools and the local community. We are proud to be a faith school and welcome students from Christian and other religious backgrounds.

At Christ's School we combine our expectations for students' excellent academic achievement with an emphasis on their personal growth as well-rounded individuals. Our aim is for students to become confident, successful, responsible young people, who love learning, have a desire to lead and serve and are ambitious for their own futures.

Our learning environment is inspirational, supportive and happy, and based on the Christian values of Love, Justice and Peace. We provide outstanding educational opportunities and experiences for each of our students to enable all to explore intellectually, to grow emotionally and spiritually and to achieve their full potential.

Our Behaviour for learning approach focuses on restorative practice and recognises the importance of building positive relationships with individual students. It is based on the work of Paul Dix at Pivotal Education.

We are delighted with our recent Ofsted inspection report from February 2026. We are thrilled that Christ's has been recognised for our high standards and incredible outcomes in all areas. The strong standard marks out excellent, consistent work that's making a real difference for our children and learners and we are very proud that 6 out of the 7 grades were at this very high standard. This is testament to the hard work and commitment of everyone at Christ's School. We are particularly proud of our sixth form, referred to in the formal feedback meeting as 'the sparkling jewel in Christ's crown'.

Please take the time to read our report on our website in full - there is so much to celebrate. Here are a few highlights:

- Pupils thrive as valued individuals here.
- The curriculum is ambitious, broad and balanced.
- Pupils progress very well through the school's curriculum.
- Pastoral support is highly responsive to pupils' circumstances and needs. This helps to foster a 'family' environment, where pupils feel a strong sense of belonging.

- Older pupils, including those in the sixth form, act as excellent role models for younger pupils and routinely support them.
- The post-16 curriculum is broad and ambitious. It combines academic and applied pathways, and is expertly delivered.
- Pupils speak with maturity about equality, relationships and respect for difference.
- Pupils speak with pride about contributing to school life. At the heart of this work is a strong focus on pastoral care that prioritises knowing pupils and their families well.

We are equally delighted with our SIAMS inspection report 2023 where we were awarded a J1 judgement: "Through its vision and practice, the school is living up to its foundation as a Church school and is enabling pupils and adults to flourish."

Applications should be sent in the form of a completed online application form including a supporting statement. This should outline how your skills and experience fit the job and person specifications, the impact you have made in your current/most recent role and should be no longer than 3 sides of A4, font size 12.

Please email completed applications to Mrs Julia Ralph - hr@christs.school. We are looking for completed application forms (email only) to be returned **by 9am Tuesday 3rd November 2026**. Interviews to follow thereafter.

Early applications are welcome and we reserve the right to appoint before the closing date if we find a suitable candidate.

Christ's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Christ's School is an Equal Opportunities employer as detailed in our Equal Opportunities Policy.

Shortlisted candidates will be subject to online checks, with any resulting concern/queries to be addressed at interview.

Any appointment made will be subject to checks that details given on the application form are as stated. It will also be subject to receipt of a satisfactory medical disclosure form. Before an appointment can be confirmed a DBS, enhanced disclosure will be required.

Please visit our website where you will be able to find out more about our school, ethos, and vision. If you have any queries about the application process or would like to arrange an informal visit, please contact Julia Ralph on 0208 439 9652.

At Christ's we deliver Excellence as Standard. If you believe you can help us realise our vision, we look forward to hearing from you.

Yours sincerely,

Helen Dixon
Headteacher

Job Description: Examinations Invigilator

Title:	Examinations Invigilator
Department/Section:	Examinations Office
Hours of work:	08.00 to 15.30 (approximate hours)
Salary:	No less than £13.00 an hour (agency rate) or £14.00 (self-employed) (see additional information for details)
Reporting to:	Lead Invigilator/Examinations Officer

Mission

At Christ's School we combine our expectations for students' outstanding academic achievement with an emphasis on their personal growth as well-rounded individuals. Our aim is for students to become confident, successful, responsible young people, who love learning, have a desire to lead and to serve, and are ambitious for their own futures.

Our learning environment is inspirational, supportive and happy, and based on the Christian values of Love, Justice and Peace. We provide outstanding educational opportunities and experiences for each of our students, to enable all to explore intellectually, to grow emotionally and spiritually and to achieve their full potential.

Our ambition is that Christ's is a community where students:

- achieve their full academic, sporting, musical and artistic potential;
- have a life-long curiosity and passion for learning;
- are creative thinkers, capable of taking risks in their learning and of studying independently;
- are spiritual individuals, compassionate and sensitive to the needs of others and of self;
- embrace diversity and have a commitment to equality and inclusivity;
- are considerate, polite and always act respectfully towards others;
- develop personal qualities of leadership, courage, integrity, resilience and determination;
- make a positive contribution to their community and to society as a whole;
- are team players, who work collaboratively to achieve shared goals;
- feel comfortable socially and express themselves confidently in a range of situations.

Main Purpose

To provide support to the examination process.

General Duties

To support the Head Invigilators with the day-to-day operation of examination venues. This activity may include:

- attend annual training session as necessary;
- be punctual;
- be smartly and appropriately dressed with no noisy jewellery or heels;
- be familiar with all relevant notices, instructions and requirements relating to the specific examination;
- assisting with setting-up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures;
- assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues;
- offering advice and guidance to unregistered candidates without allocated seats;
- ensuring that candidates do not communicate once inside examination venues;
- invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures;
- be impartially friendly to candidates;
- recording details of late arrivals;
- checking attendance during examinations;
- monitor candidates unobtrusively;
- ensure that no unauthorised persons enter the examination room;
- escorting candidates from venues during the examinations as required, and supervising candidates whilst outside examination venues;
- collecting and collating scripts at the end of the examination in accordance with strict procedures;
- assisting with the preparation of script envelopes;
- supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner;
- display a commitment to the protection and safeguarding of children and young people.

To assist Examinations Office staff with other examination processes. This activity may include:

- assisting with the packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues as appropriate;
- assisting with the preparation of seating plans;
- delivering scripts to departmental and School offices;
- scribing for students with special needs.

Invigilators must not:

- read the candidates 'scripts;
- read books, magazines, newspapers during the examination;
- make/receive calls;
- answer candidates' questions concerning the content of the examination;
- talk to other invigilators if more are present during the exam;
- smoke/eat in the examination room or outside during the test;
- leave the examination room during the exam without permission from the supervisor, if one is present, or the Exams Team.

Additional Information:

We are not seeking to employ invigilators but engage them via an agency (which we can recommend) or, if registered self-employed, pay for invigilator services via invoice. Applicants with flexibility to work 2/3 or more days a week is preferable.

Christ's School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants will undergo appropriate child protection screening including checks with past employers through the Disclosure and Barring Service.

Christ's School's Equality Statement

Christ's School is committed to positively tackling discrimination in all its forms and works to ensure that all sections of the community have fair and equal access to and experience within employment. We welcome applicants from all backgrounds and communities, in particular those that are currently underrepresented in our workforce: we are respectful of all individuals' race, age, religion, gender identity, sexual orientation, caring responsibilities, disabilities and cultural background.

Person Specification – Examinations Invigilator

The person appointed will be able to engage and challenge students to enable them to achieve their best. The successful candidate should possess the following:

<u>CRITERIA</u>	Essential / Desirable			Assessed by application / interview process	
	E	D		A	I
<u>QUALIFICATIONS AND REQUIREMENTS</u>					
Effective oral/written communication skills	√			√	
Numeracy skills	√			√	
A commitment to the protection and safeguarding of children and young people	√				√
An understanding and commitment to the Christian ethos of the school	√			√	√
<u>KNOWLEDGE AND UNDERSTANDING</u>					
An understanding of examination processes		√		√	√
<u>SKILLS AND EXPERIENCE</u>					
Experience of working or studying in higher education environment		√		√	√
A positive interest in working with children, especially teenagers		√		√	√
Ability to work independently and as part of a team	√			√	
<u>PERSONAL ATTRIBUTES</u>					
Excellent punctuality and professional conduct	√			√	√
Accuracy and attention to detail	√			√	√
A positive and optimistic approach	√				√
A commitment to a team ethos	√			√	√
Professional integrity and honesty	√			√	√
Self-motivated with an ability to use own initiative	√			√	√
Flexible approach to work	√			√	√
Ability to work under pressure and to tight deadlines	√			√	√
Ability to relate to academic staff and students	√			√	√