

Candidate brief for the position of

Lead Invigilator – Chislehurst School for Girls

Application Deadline: 9am on 9th October 2026



**Chislehurst School for Girls
is part of Lumero Educational Trust**



Dear Applicant

Thank you for expressing an interest in working in our Trust. This pack tells you more about our Trust, Chislehurst School for Girls, the role and the person we are looking for.

As a Trust, we comprise of eight primary schools and four secondary schools across the London Boroughs of Bromley and Croydon, as outlined on the next page.

Our overarching aim for all our schools is **learning together, inspiring all**. We are committed to **excellence**, having great aspirations for our children and young people, and encouraging them to seek out and take hold of opportunities. Our drive for excellence is supported by our **collaboration**, and we are committed to sharing expertise to empower and inspire all individuals in our schools to thrive in a global world. This is underpinned by **inclusion**. We celebrate and respect the diversity in our communities, and we have a shared expectation in everyone to achieve in an ever-changing world.

This is an exciting opportunity for a motivated and passionate individual to join our team and make a real impact upon on our students, helping to shape their future.

This post is available from September and would suit someone who is hardworking, dedicated and keen to work in an aspirational educational trust.

Please complete the application form as fully as possible.

We very much look forward to hearing from you.

Yours sincerely



Terry Millar
Chief Executive

Our Schools



BIGGIN HILL
PRIMARY SCHOOL



BULLERS WOOD
SCHOOL FOR BOYS



BULLERS WOOD
SCHOOL FOR GIRLS



CHARLES DARWIN
SCHOOL



CHELSEFIELD
PRIMARY SCHOOL



CHISLEHURST
SCHOOL FOR GIRLS



DARRICK WOOD
JUNIOR SCHOOL



GREEN STREET GREEN
PRIMARY SCHOOL



THE HIGHWAY
PRIMARY SCHOOL



ORCHARD WAY
PRIMARY SCHOOL



TUBBENDEN
PRIMARY SCHOOL



PRATTS BOTTOM
PRIMARY SCHOOL

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Chislehurst School for Girls

Chislehurst School for Girls is a happy and highly successful place of learning for girls aged 11-18, and boys 16- 18 where students have every opportunity to excel academically, flourish personally and reach their full potential.

We are committed to the pursuit of academic excellence and to developing the leaders of tomorrow. Our strong pastoral support and commitment to mutual respect enable all our students to discover their strengths and truly develop a life-long love of learning.

We are proud of our young men and women and committed to enriching their school experience and ensuring that they thrive and reach their full potential. A spirit of charity, social justice and global awareness is central to this.

We are a diverse and inclusive school community and welcome the enriching variety of backgrounds and traditions that all contribute to making Chislehurst School for Girls a wonderful place in which to both learn and work.

Values and vision

At Chislehurst School for Girls, we are passionate about supporting all of our students to develop their leadership characteristics and experience. Some of our students may go on to lead their own companies, schools, teams and departments, whilst others may lead in their community, and support others at home or around the world. Whatever their path or gifts, all of our young people will be equipped to become resilient leaders of tomorrow, with courage, integrity and ambition.

Chislehurst girls take centre stage, have their voices heard, create a culture of achievement and are empowered to become leaders. They develop greater confidence and are more willing to take risks and aim higher.

Ofsted report

“Teaching is predominantly good and some is outstanding. Students behave well, enjoy school and feel safe. Older students in particular have positive attitudes and value what the school has to offer. Exclusions are well-below average. The headteacher and senior staff provide ambitious leadership informed by a thorough knowledge of students’ starting points and progress. As a result, achievement and teaching are improving and students are well prepared for the next stage of their lives.”

Position Summary: Lead Invigilator

REPORTS TO:	Exams Officer
LOCATION:	Chislehurst, Kent
SALARY:	£13.93 per hour plus £1.67 holiday pay, totalling £15.60 per hour
CONTRACT:	Part-time, casual contract
START:	November 2026

We are seeking to appoint an organised, reliable and proactive **Lead Invigilator** to oversee the smooth running of examinations within our successful secondary school.

The successful candidate will be responsible for managing examination sessions, leading a team of invigilators, ensuring compliance with Joint Council for Qualifications (JCQ) regulations, and maintaining the integrity and security of the examination process.

This is an excellent opportunity for an individual with strong organisational and leadership skills who enjoys working as part of a team and supporting students during important stages of their education.

We are looking for a colleague who:

- Has excellent organisational and administrative skills
- Can lead and coordinate a team effectively
- Has the confidence to communicate clearly with students and staff
- Demonstrates accuracy and attention to detail
- Can remain calm and professional under pressure
- Is flexible and able to work during examination periods
- Understands the importance of confidentiality and examination security

In return we will offer you:

- A dedicated and supportive staff team
- Polite and welcoming children and families
- A working environment where everyone is valued and respected
- Excellent CPD within the school and across the Trust

We are an equal opportunities employer and are committed to fostering a diverse, inclusive culture. We particularly encourage applications from candidates from backgrounds currently underrepresented in our staff body.

Application Process

Send all application forms to Mrs Edmunds (Trust HR Officer) at recruitment@chsfg.lumero.org or if you have any questions call 020 8300 3156 ext 1057.

No CVs and no agencies.

References will be requested for those shortlisted only and prior to the interview.

Only those shortlisted for interview will be contacted. We reserve the right to interview and appoint prior to the closing date. Early applications are encouraged.

Closing date for applications: 9am on 9th October 2026

Interview Dates: w/c 12th October 2026

Pre-employment Checks

Lumero Educational Trust is committed to safeguarding and promoting the welfare of children and young people, and an appointment will be subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered “spent”.

The successful applicant will also be required to:

- Provide details of two referees who know them in a professional capacity. It is policy to take up references BEFORE interviews where possible. Employment is conditional on these references being deemed satisfactory.
- Provide proof of all relevant qualifications.
- Provide proof of eligibility to work in the UK
- Complete a Medical Declaration and receive fitness to work.

Policy on Equal Opportunities

The Trust is an Equal Opportunities employer and appointments are based on the applicant’s ability to meet the requirements of the position. The Trust is opposed to any form of discrimination against any individual or group and welcomes the fact that our Trust includes a diversity of individuals from many races and cultures. Behaviour, which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion, will not be tolerated.

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Job Purpose

To support the Exams Officer in the administration and delivery of all internal and external examinations, ensuring examinations are conducted in accordance with examination board regulations and school procedures. To lead and supervise invigilators and help maintain a calm, secure and fair examination environment.

Key Responsibilities

Examination Administration and Delivery

- Assist in the preparation and organisation of examination venues.
- Ensure examination rooms are set up appropriately before each examination
- Verify examination materials and report any discrepancies immediately
- Ensure exams start and finish in accordance with published regulations
- Always maintain security and confidentiality of examination materials
- Distribute and collect examination papers and materials in accordance with procedures

Leadership of Invigilation Team

- Supervise, direct and support invigilators during examination sessions
- Allocate duties and ensure invigilators understand their responsibilities
- Provide guidance to new invigilators and support training activities
- Ensure consistent application of examination regulations and school procedures

Student Support

- Welcome candidates into examination venues and ensure they are seated correctly
- Ensure candidates are aware of examination regulations
- Respond appropriately to candidate queries following examination guidance
- Deal with candidate issues or irregularities and report these to the Exams Officer

Compliance

- Ensure examinations are conducted in accordance with JCQ and awarding body requirements
- Record and report incidents, malpractice, disruptions or breaches of regulations
- Support the implementation of access arrangements where required

General Duties

- Attend training and briefing sessions
- Support internal assessments, mock examinations and other assessment activities as required
- Assist with packing, dispatching and securing examination materials
- Undertake other duties appropriate to the role as required by the Exams Officer or senior leaders

Person Specification – Lead Invigilator

Criteria	Essential	Desirable
Qualifications	• Good standard of general education, including GCSE English and Mathematics (or equivalent)	• First Aid qualification • Relevant administrative qualification
Experience	• Experience of working in a school, educational or administrative environment • Experience of organising tasks and working to deadlines	• Experience of examination invigilation • Experience of leading or supervising a team • Experience working with secondary-aged students
Knowledge and Understanding	• Understanding of confidentiality and data protection requirements • Awareness of the importance of examination security and integrity	• Understanding of confidentiality and data protection requirements • Awareness of the importance of examination security and integrity
Skills & Abilities	• Excellent organisational skills • Strong attention to detail and accuracy • Effective communication and interpersonal skills • Ability to supervise and motivate others • Ability to remain calm under pressure • Ability to follow procedures consistently • Competent IT skills, including Microsoft Office applications	• Ability to deliver training or briefings. • Experience of producing reports and maintaining records
Personal Qualities	• Professional and reliable • Punctual and flexible • Honest and trustworthy • Able to work independently and as part of a team • Committed to safeguarding and promoting the welfare of children and young people • Demonstrates integrity and discretion when handling confidential information	• Positive and approachable manner • Commitment to continuous professional development

LET is committed to safeguarding the welfare of all children and young people and expects all its staff to share this commitment.

LET is committed to equality and diversity. We are committed to continuous improvement in how representative we are of our local communities, including gender, ethnicity, religion, age, and all other protected characteristics.

We offer family friendly and flexible working arrangements.

Lumero Educational Trust

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