



FRANCIS HOLLAND

SLOANE SQUARE

INVIGILATOR

JOB APPLICATION PACK

CASUAL | FLEXIBLE | APRIL 2026



THE SUNDAY TIMES
**SCHOOLS
GUIDE
2023**
INDEPENDENT
SECONDARY
SCHOOL
OF THE YEAR

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FRANCIS HOLLAND SLOANE SQUARE

General Information

Francis Holland Sloane Square is a highly sought-after, independent selective school for 600 senior pupils aged 11 to 18 (HMC and GSA). The School is located on a spacious site in a beautiful residential part of Belgravia, close to the Saatchi Gallery and many cultural institutions such as the Victoria and Albert Museum, the Science and Natural History Museums, the Royal Academy and the Tate Galleries. The proximity to Imperial College offers us unparalleled access to lectures and support.

The School has enjoyed some significant building developments in recent years to accommodate a dramatically increasing roll and our vision for creative learning for the real world. Most recently, the Sixth Form (150 pupils) has moved into a spacious and inspirational building called The Old School House, which forms a bridge to higher education and provides an exciting environment for young people to develop their independence.

Francis Holland Sloane Square is overall a vibrant international community, and families from major cities abroad often seek places for their children here as a priority. Each member of staff is involved in the pastoral life of the School, normally as a Form Tutor, and the care of the children is renowned and exceptional. A team of counsellors provide additional support to the pupils and staff, reflecting our emphasis on supporting wellbeing.

A very wide range of co-curricular opportunities is also offered to the pupils, and all staff contribute to this vibrant and vital dimension of the School. Over sixty clubs and societies, outstanding music and drama opportunities and our renowned art department are complemented by an exceptional sporting reputation which benefits from the superb facilities of nearby Battersea Park. Overseas trips and annual expeditions for all pupils build resilience and independence. The School has a distinctive emphasis on creativity and innovation, and all pupils learn to use their 'time, talent and treasure' in the service of the local and wider community. Volunteering and fundraising are strong, and all students develop an understanding of social enterprise, with many setting up their own business ventures.

Academic standards are consistently high throughout the School, placing it amongst the most successful schools in the UK with outstanding results at [GCSE](#) and [A Level](#). On leaving, after A Levels, students proceed to a wide range of prestigious higher education institutions across the globe.



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The Role

We are looking for efficient, organised and professional team of invigilators to assist the school during examination periods in the Summer Term of 2026. Experience of exam invigilation or working in a school environment are desirable. However, training for the role and its duties will be provided. The successful appointee will have the following personal qualities:

- reliable, flexible and readily available during main examination periods
- have effective communication skills and good interpersonal skills
- work well as part of a team
- be confident and a reassuring presence to candidates in examination rooms
- be able to give instructions and manage situations involving different groups of people
- have basic IT skills (familiar with use of email, mobile phone messaging etc.)
- able to work in an organised and structured way
- seek to achieve competence in the role and a rigorous understanding of the JCQ regulations

Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times. It is imperative invigilators also:

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



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Job Description

Reporting to	Examinations Officer	Hourly pay rate	£18.75
Hours of work	By negotiation and agreement during the period: Thursday March 19 th – Training Day Tuesday April 21 st – Tuesday April 28 th – Year 10 Internal Exams Thursday 7 th May – Thursday 18 th June (Excluding May Half Term*) <i>*May Half Term: Monday 25th May – Friday 29th May</i>		

Role of the invigilator

To ensure that examinations are conducted according to the regulations to:

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

Key responsibilities

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Francis Holland Sloane Square regulations and instructions.
- To have a key role in upholding the integrity and security of the external examination/assessment process.

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
- Start exams

During examinations

- Supervise and observe candidates at all times and be vigilant throughout examinations



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- 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

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 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 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.'
- **All staff are expected to conduct themselves in line with school policies, upholding the school's ethos.**

Detailed below are the main professional requirements expected of all staff at Francis Holland:

- to act in accordance with the aims, policies and procedures of the School and department;
- to foster a disciplined and stimulating learning environment and to encourage enthusiasm for learning, and understanding of the subject;
- to be responsive to the needs of individual girls and to liaise with the Special Needs Co-ordinator and other staff with specific requirements when necessary;
- to be punctual and to meet deadlines;



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- to attend staff and departmental meetings when in school, and to contribute as appropriate to administration and development; for example, to contribute to discussion and development of teaching and learning strategies;
- to keep up to date with subject and professional developments; to be willing to participate in relevant INSET; to participate in staff appraisal; to undertake continuing professional development;
- to attend parents' evenings and meetings with parents, write reports and respond to parental inquiries;
- to take appropriate educational visits; to support/contribute to co-curricular activities as may be reasonable; to attend church services, certain special events and designated assemblies;
- to take pastoral responsibility as appropriate;
- to follow Health and Safety procedures;
- to share in the provision for cover for absent colleagues and other duties;
- to foster good relations within the school community;
- to carry out any other responsibilities which may be reasonably be required or delegated by the Head of Department and/or Head;
- FHS is committed to safeguarding and promoting the welfare of children and the successful applicant will be subject to DBS clearance.



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Application

Interested candidates are invited to submit an application via My New Term. The closing date for applications is **8:00am on Thursday 5th February**. Interviews will be online w/c **Monday 9th February**. The school reserves the right to appoint at any stage. Early applications are encouraged.

All appointments at Francis Holland School are conditional upon clearance by the Disclosures and Barring Service (DBS testing).

Francis Holland Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo our safer recruitment checks and child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). This role is classed as regulated activity with children as it involves teaching, training or supervising children on a day-to-day basis and is exempt from the Rehabilitation of Offenders Act, 1974. Francis Holland Schools Trust champions diversity and inclusion in the workplace and strongly encourages applications from all sections of the community.