

# Exam Invigilator (& Reader/Scribe)

Information Pack  
[June 2026]

Dear Applicant

Thank you for showing an interest in a role at Kingsdown School, we have much to offer at this exciting stage in our journey. Every member of our team, from our inspiring teachers and dedicated support staff to our dynamic middle and senior leaders all share an immense sense of accomplishment in what we've built for our community over the past five years. And our students, in turn, are extremely proud to call Kingsdown their school.

By becoming part of our Kingsdown family, you will join a team that doesn't just work together but a team who deeply and genuinely cares. We know that staff and students thrive in a 'healthy work culture' and the wellbeing of staff and student outcomes is inextricably linked. We are committed to providing the best working and learning environment for all. The RLT embodies a staff charter and strong values, we uphold these values and commitments, and further build on these with our Wellbeing Strategy, this is evidenced in our recent staff survey where colleagues' wellbeing support is rated 29% higher than the national average.

Our education support staff are absolutely pivotal in shaping the Kingsdown experience for our students, compassionately unlocking student potential, fostering a sense of belonging and guiding them through their personal growth journey, we are looking for authentic, creative and inspiring colleagues that add value to our school community.

In return, our colleagues benefit from a wide variety of support including encouraged professional development opportunities, exceptional wellbeing support, free access to our gym and an excellent pension scheme. Each journey with us begins with a personalised induction programme that allows for new colleagues to feel supported, connected, welcomed and ready to make an impact from the moment you join.

Please take a moment to look at our website [www.kingsdownschool.co.uk](http://www.kingsdownschool.co.uk) to see what we are all about, here you will learn more about our vision - the Wheel of Excellence, understand the values we uphold; Respectful relationships, Everyone Learning and a Commitment to Excellence, and see why our mission is to champion each and every student.

In the meantime, I thank you for taking the time and interest in Kingsdown School and look forward to hearing from you and hopefully meeting you soon.

With best wishes



**Emma Leigh-Bennett**  
Headteacher

The River Learning Trust and Kingsdown School are committed to safeguarding and promoting the welfare of all children and preventing extremism. The Trust is required to conduct a variety of checks and online searches about you as part of their recruitment process in accordance with Keeping Children Safe in Education guidance. It is an offence to apply for certain roles within schools if you are barred from engaging in regulated activity relevant to children.

For all RLT Safer Recruitment Documentation candidates should click on the following link [RLT Safer Recruitment Documents for Candidates](#). Please see our website for up to date policies including our Child Protection and Behaviour Policies.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. For further guidance for applicants click on this link: [list of offences that are not filtered](#)

[www.kingsdownschool.co.uk](http://www.kingsdownschool.co.uk)

**We champion each and every student**

## Exam Invigilator (& Reader/Scribe)

### Role specific information

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Start date:	September 2026
Closing date:	Wednesday 24 <sup>th</sup> June, 9.00am
Shortlisting date:	Wednesday 24 <sup>th</sup> June
Interview date:	To be confirmed
Contract:	Casual
Working hours:	Casual
Working pattern:	Exam periods and includes attendance of team meetings and training events
Salary Range:	£12.85 (pending pay award) plus 12.07% holiday pay

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A flexible, rewarding opportunity to support students during key milestones in their educational journey.

**Why this role matters:** As an Exam Invigilator, you are the face of reassurance and structure when students need it most. By ensuring our examination venues run smoothly and strictly according to regulation, you directly help students focus entirely on achieving their best.

**Key Responsibilities:** Working casually as part of our examinations team, your day-to-day activities will include:

- **Venue Setup & Support:** Assisting the Examinations Officer with laying out stationery, equipment, and exam papers prior to the start of sessions.
- **Candidate Guidance:** Directing candidates to their seats, advising them on permitted possessions, and maintaining absolute silence inside the venue.
- **Session Supervision:** Invigilating during exams, escorting candidates on supervised toilet breaks, and dealing with queries or irregularities in accordance with strict Joint Council for Qualifications (JCQ) rules.
- **Access Arrangements:** Acting as a trusted Reader or Scribe for students who have specific access or SEND arrangements in place.
- **Close of Sessions:** Collecting, collating, and packing scripts and equipment at the end of an exam, ensuring students leave the venue quietly and orderly.

**What You'll Bring (Knowledge & Experience):** We are looking for reliable, clear-headed individuals who possess:

- Effective oral and written communication skills.
- Strong numeracy skills and a high level of punctuality.
- The ability to remain calm under pressure, think quickly, and meet tight deadlines.
- Excellent interpersonal skills and the ability to build quick, trusting, and professional relationships with young people.
- A flexible approach to a dynamic working environment, with a willingness to undertake occasional manual lifting of exam stationery.
- An understanding of equal opportunities, SEND needs, and general examination processes (training will be provided)

## The "Why Us" Difference

- **True Flexibility:** Ideal for individuals seeking casual work that fits around other life, retirement, or study commitments.
- **Full Training Provided:** We will fully prepare you for the role with structured training meetings.
- **A Supportive Environment:** Work alongside a collaborative school team (including the SEND and Exams departments) who value your time and contribution.

For more details, please see the Job Description below. If you would like to know more about this opportunity, or to arrange visit or a call please contact [recruitment@kingsdownschool.co.uk](mailto:recruitment@kingsdownschool.co.uk)

This role includes regulated activity relevant to children.

## Kingsdown School and the River Learning Trust

By joining our Kingsdown family you will join a team who genuinely cares and champions each and every student and each and every member of the Kingsdown team.

At Kingsdown, we know that staff and students thrive in a 'healthy work culture' and the wellbeing of staff and student outcomes is inextricably linked. We are committed to providing the best working and learning environment for all. The RLT has a staff charter and strong values, we uphold these values and commitments, and further build on these with our Wellbeing Strategy.

One of the core values of the RLT is that 'everyone is learning' and at Kingsdown we ensure each person has the personalised CPLD that they deserve. We do this through a variety of programmes that allows all staff to take a lead on their own professional development, with the support of colleagues within the school. We are also very excited to be launching our coaching model this year, to allow staff the opportunity to be coached and develop their teaching practice further, whatever stage of their career they are in. High quality CPLD and training are an integral part of our meeting schedule and time is given to curriculum teams to collaborate and learn from each other. Alongside this we have a personalised induction programme that allows for new staff members to join us feeling supported and welcomed from day one.

Education has the power to change lives, communities and society for the better. At RLT we believe that we can achieve more for our pupils, trainees, staff and communities by working together rather than alone. Schools in RLT are united by a common belief in the benefits of working together, and by our commitment to shared principles.

**OUR VISION** is for our schools and SCITT to improve rapidly, continuously and sustainably: to be better faster together.

**OUR 'WHY?'** is that children and young people 'only get one go' in school and therefore as part of RLT we aim to ensure the best possible 'go' for our pupils.

**OUR 'HOW?'** is through the highest support and challenge for our schools and each other, underpinned by our principles.

Our employees benefit from a wide variety of support including extensive continuing professional learning and development opportunities, wellbeing and staff networks and access to Defined Benefit Pension Schemes (TPS and LGPS) for all staff. For more information on what it is like to work for the Trust, and the benefits you could access, please see our "[Working in RLT](#)" guide.

<b>INGSDOWN SCHOOL JOB DESCRIPTION</b>		
<b>Job Title:</b> <b>Examination Invigilator (&amp; Reader/Scribe)</b>	<b>Grade/ Level:</b> G3 Point 3 + Holiday allowance	<b>Date Prepared:</b> January 2015 <b>Date Reviewed:</b> November 2019 <b>Date Reviewed:</b> March 2024
<b>Role reports to (Job Title):</b> <b>Examinations Officer</b>		
<b>Job Purpose:</b> To supervise individual and / or groups of students undertaking school examinations in accordance with the legal and school requirements and to provide Scribe and Reader support as and when required.		
<b>Key Responsibilities:</b> <b>Day-to-day operation of examination venues. This activity may include:</b>		
<ul style="list-style-type: none"> <li>● To assist the Examinations Officer in the smooth and efficient administration and running of examinations;</li> <li>● To act as a reader or scribe for students who have access arrangements in place as required.</li> <li>● Being available for additional Training Meetings as required;</li> </ul>		
<ul style="list-style-type: none"> <li>● Closely following and enforcing the school and exam board procedures and regulations; including being familiar with the 'Instructions for the Conduct of Examinations' as provided by the Examination Boards;</li> <li>● Assisting with setting up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures as required;</li> <li>● Assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues;</li> <li>● Ensuring that candidates do not talk once inside examination venues;</li> <li>● Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with procedures;</li> <li>● Checking attendance during examinations as required;</li> <li>● Recording details of late arrivals and early leavers and collecting scripts from early leavers;</li> <li>● Escorting candidates from venues during the examination as required and supervising candidates whilst outside examination venues;</li> <li>● Escorting candidates on toilet breaks ensuring no unauthorised material is consulted and that examination regulations are observed at all times;</li> <li>● To ensure that any minor behavior issues are dealt with in line with school policy and that any breaches of Examination Code of Conduct are reported to the Examinations Officer immediately;</li> <li>● Collecting, collating and delivering scripts at the end of the examination in accordance with strict procedures;</li> <li>● 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.</li> </ul>		
<b>Other examination processes. This activity may include:</b>		
<ul style="list-style-type: none"> <li>● Assisting with the packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues as appropriate as required.</li> </ul>		

<b>Knowledge and Experience:</b> Effective oral communication skills in English Effective writing skills in English Punctuality Numeracy Good interpersonal skills Ability to work under pressure and meet deadlines Ability to work effectively as part of a team Common sense and fast thinking Ability to relate to staff and students Ability and willingness upon occasion to carry out some manual lifting of examination stationery An understanding of equal opportunities including SEN An understanding of examination processes Able to build relationships quickly with young people to gain trust and engagement in the examination process Flexible approach to the working environment, staff and students	
<b>Decision Making:</b> Limited as complying with policies, procedures and regulations.	
<b>Contacts and Relationships:</b> Staff, Students, Examinations Officer, SEND Team	
<b>Creativity and Innovation:</b> Accurate record keeping	
<b>Emotional Demands:</b> Work with colleagues and students to tight timescales in a controlled manner ensuring adherence to JCQ rules.	
<b>Job Specific Competencies:</b> In accordance with the provisions of the Data Protection Act 1998, jobholders should take reasonable care to ensure that personal data is not disclosed outside Schools procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the School's written procedures. To comply with the School's Policies. This job description is current at the date shown, but, in consultation with the post holder, may be changed to reflect or anticipate changes in the job commensurate with the grade and post title. The school will endeavour to make any necessary reasonable adjustments to the job and/or the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. Kingsdown School and The River Learning Trust are committed to safeguarding and promoting the welfare of children and young persons: all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (one from current/latest employer) and evidence of the formal qualifications required for the role.	
Employee Signature:	
Print Name:	Date
Line Manager's Signature	
Print Name:	Date: