



St Mary's School

Gerrards Cross



Application Pack

Job Role: Exam Invigilator

Start Date: ASAP

Closing Date: 30th October 2026

Interview Date: W/C 2nd November 2026

Early applications are advised as the school reserves the right to appoint at any stage during the application process.



Welcome from Head

St Mary's is a truly special place to work — from the moment you step through our doors, you experience the warmth of the community and the clear sense that each individual student is at the heart of all that we do. Every member of staff plays a vital role in helping our students flourish and achieve their dreams and ambitions.

Our motto, *Embrace – Empower – Excel*, reflects not only our approach to educating our students, but also the professional culture we foster. We value individuality, encourage ambition, and create space for both students and staff to grow and excel.

Working at St Mary's means joining a team where collaboration, kindness, and high expectations go hand in hand. We offer opportunities for professional development, leadership and innovation, and we welcome applications from those who are excited to contribute to the life of a forward-thinking, dynamic school.

St Mary's recently announced that we would open our doors to boys in all Prep School years as well as Years 7 & 12 in September 2027. This will be a phased transition to be fully-co-educational by 2031.

If you are looking to make a meaningful impact in a school that is dedicated to developing our students, then we want to hear from you.

About St Mary's School



St Mary's is an independent day school for children aged 3-18 in the heart of Gerrards Cross, Buckinghamshire.

Founded in Paddington in 1872, the school moved to its present site in 1942. Class sizes average 16-18 for Key Stage 3 and class sizes for GCSE and A Level average 14. Academic outcomes are excellent with 51% of this year's A Level grades at A* - A.

St Mary's School is a warm friendly community where parents, staff, students, and governors work together to ensure that every student exceeds their potential whilst genuinely enjoying school life, making memories, and building skills to equip them to be successful through the future years.

Our students leave with the resilience to take on the next challenge, the ambition to follow their dreams and the confidence in themselves to go from success to success in their future careers. Through the pastoral and classroom support they receive at St Mary's, our students know their worth, who they are as an individual, and what they want to go on to do.

Well-being and happiness of staff and students alike is at the heart of our success – a happy school is a successful school!

Joining St Mary's staff community, you would be welcomed into a supportive, close-knit community who can regularly be found spending lunch times in the Senior or Prep staff room, enjoying social time outside of school, competing in the teacher's relay, performing in the school orchestra or at an open mic event, and can even be caught on a space hopper on the lawn on the last day of term!





St Mary's School Values

St Mary's is committed to providing an excellent education in a caring, happy environment, where each child develops self-confidence and exceeds their potential.

Staff and students, alike, are encouraged to find their own SMS Spirit by exploring our huge range of Co-Curricular activities to try new skills and meet new people, explore different learning or teaching techniques in small classes and make friends from Nursery right through to Sixth Form through our House System and whole school opportunities that brings.

Staff are supported in their roles through Department Heads, and SLT links, with well-being at the heart of staff satisfaction and the positive morale which we pride ourselves on. A comprehensive CPD programme allows for staff members to grow personally and professionally and broaden their skills in their specialist areas finding their very own SMS Spirit in their own individual ways.

Our whole school community operates under our TAKE CARE acronym which ensures each individual reaches his or their potential in a supportive and challenging environment.



T – Team Work – we work together to ensure we achieve the best outcomes for our students, pastorally and academically, and that as a staff community we work in a supportive, collaborative caring team who have each other's backs.

A – Ambition – we go above and beyond in everything we do. We look for the WOW factor at every opportunity.

K – Kindness – through our ethos runs the theme of kindness. Everything our staff and students do should consider kindness first.

E – Enthusiasm – staff and students alike bring the energy and desire to succeed.

C – Curiosity – we always ask why.

A – Adventure – work should be exciting, satisfying and thrilling – we are spending time doing what we feel passionately about.

R – Resilience – we carry on in the face of challenge, and come out stronger and wiser.

E – Excellence – aim for the highest quality in all that we do.



Why Work at St Mary's?

- Competitive Salary
- Support Staff Pension Scheme
- Fee Remission at St Mary's
- Subsidised staff socials
- Annual pay review



- Hot daily meal
- Use of fitness suite
- On-site parking if available
- Free annual flu vaccine
- Electric Car purchase Scheme
- Cycle to work Scheme
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- Full staff induction in Term 1
- Staff buddy system
- Full training and development program
- Equal opportunities for all
- Well-being committee to share ideas



All staff share responsibility for promoting and safeguarding the welfare of our students and must adhere to, and comply with, the School's safeguarding and Child Protection Policy at all times.



The Role Exam Invigilator

As an Examination Invigilator, you'll be at the centre of one of the most important moments in a student's school journey. Your role is to ensure exams are conducted fairly, calmly, and smoothly, giving every student the chance to perform at their best. It's a position of trust, responsibility, and real impact. You will play a pivotal role in a committed team to ensure the integrity of our examinations and that all JCQ regulatory requirements are strictly adhered to.

No two days are the same: different subjects, different groups, and different challenges keep the role varied.

Experience is not required to be an Invigilator as training will be provided, although applicants will be asked to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them.

Supervision: The post holder will work under the general and specific direction of the Head and Examinations Officer.

Hours: The work is seasonal, with peak demand during exam periods (e.g., May–June, November–January).





Main Duties

Main Duties	<i>To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and St Mary's School instructions.</i>
	<i>To play a key role in upholding the integrity of the examination process.</i>

Before Exams	<i>To report to and be briefed by the exams officer prior to each exam session.</i>
	<i>To keep exam papers and materials secure before, during and after exams.</i>
	<i>To ensure exam rooms are set out according to the instructions.</i>
	<i>To admit candidates into exam rooms.</i>
	<i>To identify, seat, and instruct candidates in the conduct of their exams.</i>
	<i>To distribute the correct exam papers and materials to candidates.</i>
	<i>To deal with candidate queries.</i>
	<i>To ensure exam rooms are set out with laptops to facilitate access arrangements for candidates where required.</i>

During Exams	<i>To supervise candidates at all times and be vigilant throughout exams.</i>
	<i>To keep disruption in exam rooms to a minimum.</i>
	<i>To deal with emergencies or irregularities effectively.</i>
	<i>To record/report any disruption or irregularities.</i>
	<i>To complete attendance registers.</i>
	<i>To deal with candidate queries.</i>



Main Duties

After Exams	<i>To collect exam scripts.</i>
	<i>To dismiss candidates from the exam room.</i>
	<i>To check candidates' names on scripts match the details on the attendance register.</i>
	<i>To securely return all exam scripts and exam materials to the exams officer.</i>
Other	<i>To attend training, refresher or review sessions as required.</i>
	<i>To undertake, where required and where able, other duties requested by the Exams Officer, for example:</i> • <i>Supervision of clash candidates between exam sessions.</i> • <i>Facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided).</i> • <i>Exams-related administrative tasks.</i>





Candidate Specification

Qualifications and Experience	<i>NVQ Level 3 Qualification or other relevant qualifications.</i>
	<i>Willingness to attend relevant training courses.</i>

Knowledge and Skills	<i>Willingness to undertake relevant training and to keep skills and knowledge up to date</i>
	<i>Effective oral and written communication skills, with the ability to explain instructions clearly and follow procedures accurately.</i>
	<i>Basic IT skills, including logging in to a computer, opening and saving documents, printing, and using basic Word functions (e.g. changing font settings).</i>
	<i>Sound numeracy skills, sufficient to accurately record and check candidate numbers, timings and other exam-related data.</i>

Attributes	<i>Flexible and proactive, with the ability to adapt quickly to changing circumstances.</i>
	<i>Strong organisational skills, with the ability to manage multiple tasks accurately under time pressure.</i>
	<i>Clear and confident communication skills, both written and verbal.</i>
	<i>A calm, reassuring presence that inspires confidence in candidates and colleagues.</i>
	<i>Reliable, punctual and professional at all times.</i>
	<i>Sensitive and supportive to the needs of candidates, including those requiring additional support or adjustments.</i>
	<i>A collaborative team player who works effectively with invigilation and school staff.</i>
	<i>High standards of personal and professional integrity, exercising sound judgement and authority when required.</i>
	<i>Excellent accuracy and attention to detail.</i>
	<i>Ability to remain calm and make sound decisions under pressure, including in unexpected or difficult situations.</i>
	<i>Ability to stay alert, focused and vigilant over extended periods.</i>
	<i>Discretion in handling confidential and sensitive information, in line with data protection requirements.</i>



Safeguarding

St Mary's School is committed to safeguarding and promoting the welfare of children and young people in its recruitment and selection of job applicants. The school expects all staff and volunteers to share this commitment and be willing to undergo checks with the Disclosure and Barring Service.



How to Apply

Please complete an application form on mynewterm <https://mynewterm.com/home>

Early applications are advised as the school reserves the right to appoint at any stage during the application process and for the advert to be removed from mynewterm.

Interviews will take approximately two hours and will be held at the school. As part of the process, you will complete an admin task, meet with HR, be given a tour of the school and attend a panel interview. You will also be asked to provide documentation confirming your identity and qualifications and a search of an online social media presence may also be conducted as part of due diligence checks.

All applications will be acknowledged and interview dates are provided below. References will be requested for all those invited to interview.

Closing date for applications: 9:00am Friday 30th October 2026

Interview date: W/C Monday 2nd November 2026

Hours: Hours vary according to requirements and paid hourly via timesheet.

Salary: £14.24 per hour (including holiday pay)