
FOR JANUARY 2027

EXAM INVIGILATOR



Applications should be submitted no later than noon on
30 September 2026 through the MyNewTerm application portal.

THE SCHOOL

St Albans School is a multi-dimensional institution: academic excellence, intellectual development and strong pastoral care lie at the core of an exceptional holistic education, enabling us to identify and nurture each pupil's potential. Our fundamental and unremitting focus on our pupils' wellbeing gives them the self-confidence and self-belief to do, and to give of, their best. Inspirational teaching ensures strong intellectual development whilst outstanding provision and achievements in the wider curriculum enrich each pupil's experience. Our pupils develop important values, qualities and skills, as well as learning an awareness and understanding of the wider world as they determine the contribution they intend to make to it in their adult lives.

We believe that a good education comprises so much more than just academic work and intellectual development. Significant emphasis is placed on wellbeing and pastoral care (organised by section and year group): the warmth and friendliness of the School community is one of its great strengths and most distinctive features. The School's vision is to help each pupil flourish intellectually and personally, developing self-knowledge and self-confidence in order to find meaning and purpose in life. Further information about the School's motto, ethos, aims, vision and values can be found here.

The School has an excellent reputation for academic achievement, for success in university entrance and for achievement thereafter. Distinguished Old Albanian academics include Professor Lord Renfrew, formerly Master of Jesus College, Cambridge; the late Dr John Barber, formerly Vice Provost of King's College, Cambridge; and the late Professor Stephen Hawking. Academic standards are consistently very high: the five-year average of A Levels grades is A* 35%, A*-A 70% and A*-B 90%. At (I)GCSE the five-year grade average is 70% 9-8 grades and 87% 9-7 grades. Further information about examination results can be found here.

However, the School sees examination results as means to an end rather than an end in themselves and the importance of the learning journey is prioritised. The focus of teaching and learning is to ensure pupils are educated in the fullest sense so that they may be productive in their communities in the spirit of the School motto (non nobis nati – born not for ourselves) and fulfil their potential. St Albans School pupils are holistic learners who take responsibility for their own education. We equip them, via our Learning to Learn (LTL) programme, with the theoretical, practical and creative skills to thrive in any environment, including in higher education and the workplace. Our teachers are subject specialists with a commitment to developing transferable skills as well as excellent subject knowledge; they are innovative and creative in their pedagogical approaches and have high expectations for their pupils. Support and training are provided by the Teaching and Learning Team who aim to develop and extend the professional community within and beyond the School.

All teachers are provided with a School laptop with WiFi connectivity to smart boards in classrooms. Whilst teaching and learning is not exclusively undertaken via digital means, teachers deploy a wide range of digital strategies and all classes utilise Microsoft Teams and OneNote notebooks.

The extensive co-curricular programme with over 200 clubs and activities plays a vital role in developing values, skills and qualities in preparation for adult life: drama, music, sport, CCF and the Duke of Edinburgh's Award Scheme are all thriving as is our extensive partnership scheme with 16 local state-maintained schools.





THE SCHOOL

The vast majority of our leavers are successful in securing places on competitive courses at Russell Group universities. The most popular destinations in recent years have been Bath, Bristol, Birmingham, Cambridge, Durham, Exeter, Leeds, Manchester, Nottingham, Oxford, Warwick and York.

St Albans School is among the most ancient educational foundations in the world and can trace its history back to its foundation in 948AD. After the dissolution of the monasteries, the School's activities were temporarily suspended before its re-founding in 1570. This was made possible by Queen Elizabeth I's grant of the wine licences for the borough of St Albans to Sir Nicholas Bacon, Lord Verulam and Lord Keeper of the Great Seal, who used the income to pay the annual salary of the Master of the School. For 300 years the School flourished in the Lady Chapel of the Abbey, until in 1870 it moved to occupy the Great Gateway of the Abbey and the beautiful adjacent site overlooking the remains of the Roman City of Verulamium. The School has not, therefore, been a Church Foundation since the Reformation, but its historical links with the Abbey have naturally helped to shape its character, and the School still meets for assembly in the Abbey twice a week.

The School was, for much of the twentieth century, a Direct Grant school, but is now fully independent. The present school roll is c.890 with a Sixth Form of about 320, and the teaching staff numbers some 110.

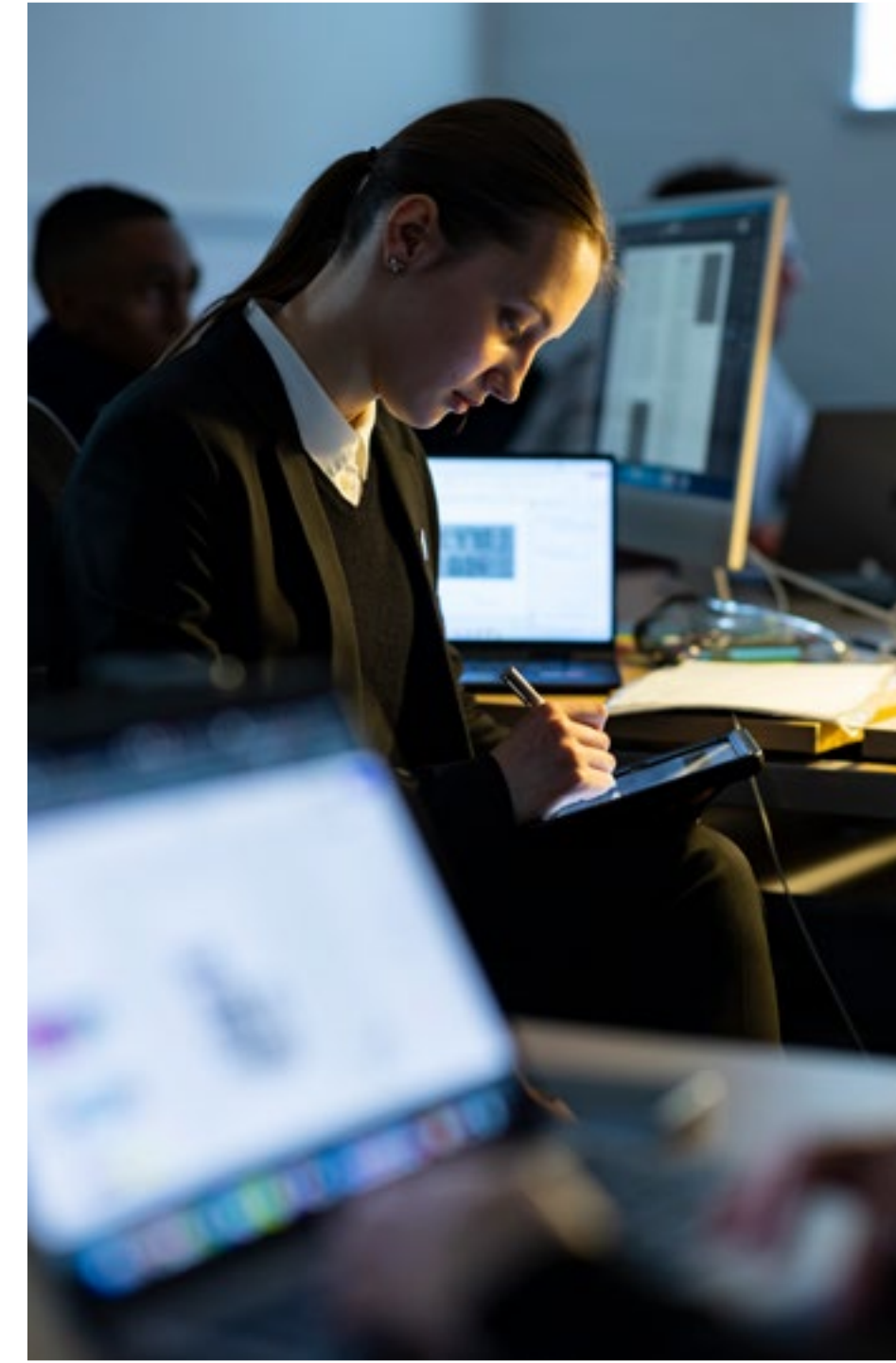
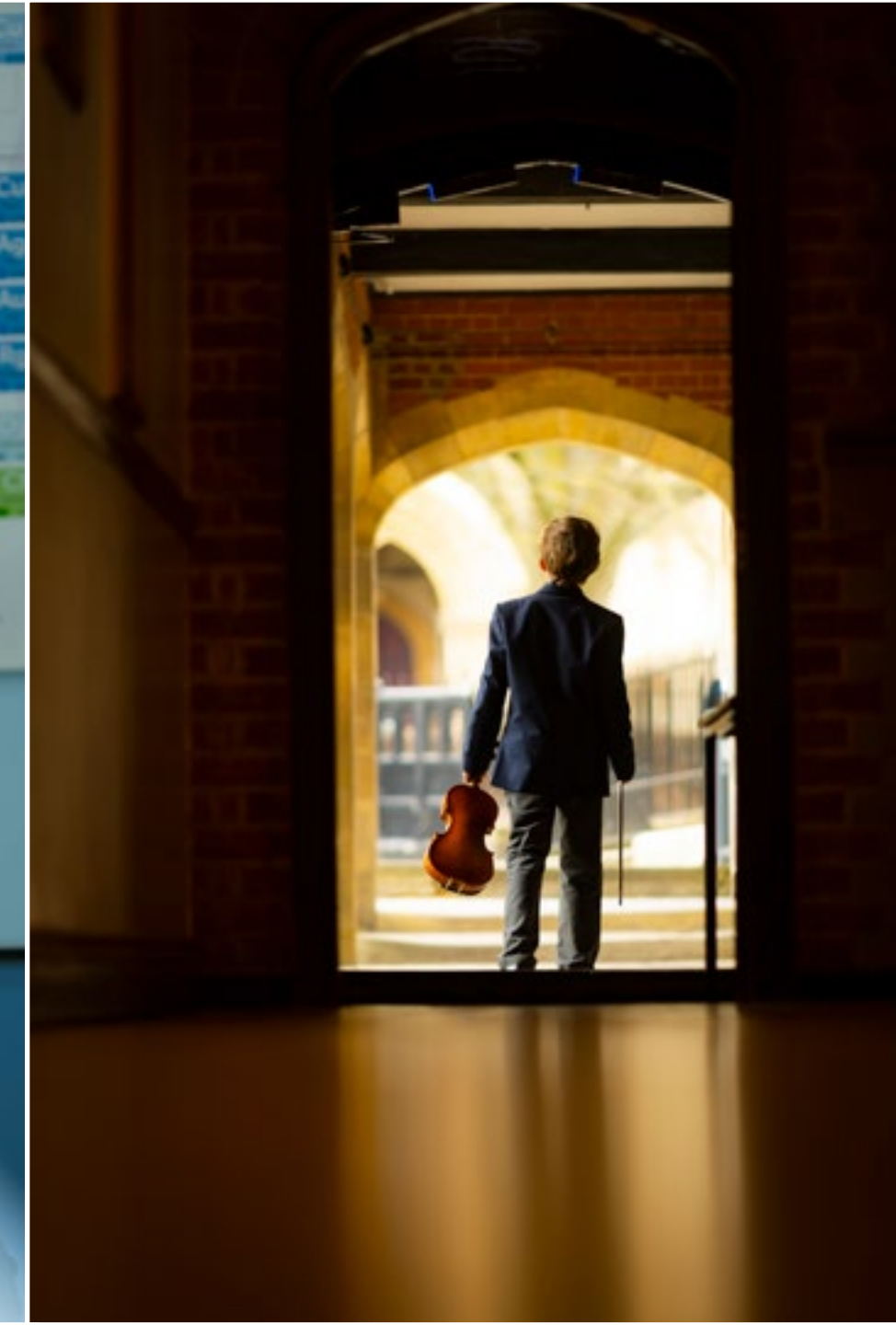
Over the years, significant investments have been made in the School's facilities, including the development of extensive sports grounds, a Field Study Centre in the Brecon Beacons, and various campus upgrades like a new Music School and Science laboratories. Our Sports Centre is also fully equipped with a swimming pool, sports hall, fitness centre, dance studio and climbing wall, and we recently opened the £6.5m Corfield Building for Mathematics and CCF. There is a rolling

programme of refurbishment: most recently, we refreshed the walls and floors of our Sports Grounds at Woollams.

At the last ISI Inspection in 2022 the School received the highest possible inspection grading with 'Excellent in all Areas'. The School also received a glowing review from The Good Schools Guide (February, 2024): "A school that does exactly what it says on the tin – brilliantly. Academics are a given – it's the pastoral care, participative ethos and outstanding extracurricular offering that makes St Albans stand out." A copy of the review can be found [here](#).

The School is heavily oversubscribed at all levels of entry. The main ages of entry are ages 11 and 13 for boys, and girls and boys are admitted into the Sixth Form. Scholarships are offered at all ages of entry, and the School is able to provide assistance to some families, in cases of proven need, from its own bursary fund. Entry at 11+ and 13+ is by competitive examination and interview. Many 13+ joiners secure their place through 12+ assessments in the Summer Term of Year 7. Entry into the Sixth Form is by interview and conditional upon GCSE results.

St Albans is a beautiful Cathedral city, with a lively cultural life, surrounded by countryside but only 20 minutes from London by train, with easy access to motorways and airports. It is a relatively affluent area on the edge of a densely populated conurbation with areas of affordable property within easy travelling distance.





THE ROLE

To conduct examinations in accordance with JCQ, awarding body and St Albans School instructions. Invigilators have a key role in upholding the integrity and security of the external examination/assessment process.

The role of the invigilator is to ensure that the examination is conducted according to these instructions in order to:

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

Key Responsibilities

Before exams

- To report to the Exams Officer prior to each exam session.
- To keep confidential exam papers and materials secure at all times.
- To ensure exam rooms are set out according to the requirements.
- To admit candidates into exam rooms under formal exam conditions.
- To give full attention to conducting the examinations properly.
- To identify, seat, and instruct candidates in the conduct of their exams.
- To distribute the correct exam papers and materials to candidates.
- To deal with candidate queries.
- To instruct candidates in the conduct of the exam.
- Start exams.

During exams:

- To supervise candidates at all times and be vigilant throughout exams.
- To keep disruption to a minimum.
- To deal with emergencies or irregularities effectively.
- To record/report any incidents or irregularities.
- To complete attendance registers.
- To deal with candidate questions according to the regulations.

After exams

- To instruct candidates in finishing their examinations and collect examination scripts and materials.
- To dismiss candidates from the exam room.
- Check candidates' names on scripts, match the details on the attendance register.
- To securely return exam scripts and other materials to the Exams Officer.

Other

- Prior to invigilating any external examination in a new academic year, undertake relevant online invigilator training and assessment for that academic year.
- To 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 candidates with access arrangements e.g., as a reader, scribe, prompt WP (full training will be provided).
 - Exams-related administrative tasks such as 'the second pair of eyes check'.





Knowledge/Experience/Skills

- Experience is not required as training in the role will be provided.
- Invigilators are required to:
 - declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them.
 - confirm their availability in advance of main examination periods.
- Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times.

The ideal candidate will

- be reliable, flexible and readily available during examination periods.
- have effective verbal and written communication skills and good interpersonal skills.
- be confident and a reassuring presence to candidates in exam rooms.
- Be able to give instructions and manage situations involving different groups of people.
- Have basic IT skills (familiar with the use of email, mobile phone and messaging).
- Seek to achieve competence in the role and a rigorous understanding of the JCQ regulations.

Safeguarding Children

The appointee's responsibility for promoting and safeguarding the welfare of children and young persons for whom they come into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy and procedures at all times. If in the course of carrying out the duties of the post the appointee becomes aware of any actual or potential risk to the safety or welfare of children in the School, they must report any concerns to the Headmaster or Designated Safeguarding Lead (DSL).

The School is committed to safeguarding and promoting the welfare of children. Applicants must therefore be willing to undergo child protection screening and safer recruitment checks appropriate to the post, including checks with past employers and the Disclosure and Barring Service. All positions within the School are exempt from the provisions of the Rehabilitation of Offenders Act 1974. St Albans School is an equal opportunity employer, committed to diversity and the creation of an inclusive environment for all employees. Employment selections are made according to suitability for the post, irrespective of background or protected characteristic.



FURTHER INFORMATION

This vacancy is for an Exam Invigilator.

We are looking to add to our current team of invigilators for the forthcoming exam year. Our mock exam season runs throughout January and the summer season begins in early May 2027 and ends in late June 2027 (with training in November 2026). Invigilators have a key role in upholding the integrity of the external examination/assessment process. Responsibilities include ensuring that examinations are conducted according to JCQ, awarding bodies and the School's instructions.

No prior experience in invigilation is necessary as training will be provided. Ideal candidates will be flexible, have excellent verbal and written communication skills, and be a confident and reassuring presence for candidates during exams.

St Albans School is committed to securing equality of opportunity through the creation of an environment in which individuals are treated on the sole basis of their relevant skills and abilities. The School recognises the benefits of having a diverse community of staff and pupils who value one another and the different contributions everyone can make. All policies and practices conform to the principle of equal opportunities including recruitment, selection, training, promotion and career development. Staff are selected according to their suitability for the post, irrespective of background or protected characteristic.

St Albans School is committed to safeguarding young people and promoting the welfare of children. Applicants must be willing to undergo child protection screening and safer recruitment checks appropriate to the post, including checks with past employers and the Disclosure and Barring Service. All positions within the School are exempt from the provisions of the Rehabilitation of Offenders Act 1974.

Applications should be submitted no later than noon on 30 September through the MyNewTerm application portal available here:

www.st-albans.herts.sch.uk/information/vacancies/

The School reserves the right to make an appointment before the closing date, so early applications are encouraged.

