

St George's School
Harpenden

Application Pack for Candidate

Invigilator



Outstanding in all areas - *Ofsted (March 2025)*

Outstanding in boarding provision - *Ofsted (September 2023)*



About the Role



We are looking to recruit Invigilators to join our friendly Exams team in running exams at various points during the year.

The main exam seasons at St George's are **two weeks in November/December, two weeks in January, two weeks in March, two weeks in April and seven to eight weeks from May to June**. We require invigilators to be available for a reasonable number of hours per week during all of these periods, particularly during the public examinations in May and June.

Working mornings are from approximately 8:00 am and working afternoons from approximately 1:00 pm. Some exams do run beyond the end of the school day. We know that some people will prefer to work either mornings or afternoons, while others like to work for entire days; working hours will be negotiated and agreed for each exam period.

Our invigilator team always speak incredibly highly of our student body, who demonstrate good behaviour and are attentive to instructions. You will join a team that is a key contributor to the excellent outcomes our students achieve, whether those be excellent exam results or coping with what can often be a stressful time.



About the Role



Reporting to the Exams Officer, Invigilators work as part of a team to deliver school and public exams across the various year groups.

The main responsibilities include:

- Set up the exam room, including distributing exam papers
- Admit students to the exam room
- Supervise candidates while the exam is in progress
- Collect papers at the end of the exam and see out candidates
- Supporting students with access arrangements in exams

Invigilators are also required to read and develop a comprehensive understanding of JCQ and examination guidelines in order to ensure each exam is run correctly.

The ideal candidate will be able to remain calm under pressure, demonstrate empathy and understanding of children's needs, communicate effectively, and possess essential qualities such as reliability, punctuality and flexibility.

All invigilators are entitled to a free school lunch on days they are working, with free parking available on site.



About the Role



Job Title: Invigilator

Contract: Hourly paid variable hours contract

You will be paid according to the actual hours worked.

Salary: £12.90 per hour, plus 14.49% holiday pay equal to £14.76 per hour

Start Date: November / December 2026 - Subject to satisfactory pre-employment checks

Multiple positions available.

Please refer to these documents for further details:

- Job Description
- Working at St George's School

