

Examination Invigilator

ST HELEN & ST KATHARINE

Welcome to St Helen and St Katharine

St Helen and St Katharine is one of the UK's leading independent girls' schools – a place where students thrive, and our brilliant staff use their expertise and enthusiasm to go above and beyond.

Our students achieve significant academic success each year, much of which is due to our teachers' ambition and passion, but the students and their parents are very aware that it is the whole staff group that makes St Helen's 'tick', and all staff are valued for their contribution to the school community.

When people start working at St Helen's, they are joining a vibrant community of 700 students and 225 members of staff. Whether as one of those expert teachers or as one of our skilled support staff, there are many opportunities to become fully immersed in life at St Helen's – from coming along to watch one of the outstanding school productions to taking part in the range of activities we have to support staff well-being and our sense of community.

We are fortunate to be able to offer a range of training and professional development opportunities to support staff growth; our staff training budget is generous and allows for both departmental initiatives and individual development. We look to get outstanding speakers to address both the whole staff and specific groups; we have been delighted to welcome Tom Sherrington, David Didau and David Weston to talk to our teaching staff in recent years and all staff have benefitted from the work we have done with Executive Coach, Simon Scott, as we look to keep life and work and wellness in balance. There is an active Joint Staff Consultative Committee and a regular staff e-zine that shares ideas for things to do in the local area.

St Helen's is an outstanding place to start your teaching career, and we provide comprehensive support for teacher induction. We encourage talented graduates interested in teaching to join us directly and have plenty of experience of guiding them to gain their qualified teacher status through the school-based PGCE from the University of Buckingham.

We are also an excellent school for newly qualified teachers to complete their 2-year Early Careers induction, guided by experienced subject mentors and our Initial Teacher Training Coordinator.

We look to connect both trainee and early career teachers with their peers in our immediate network of both independent and maintained sector schools in Abingdon.









Welcome from the Head

Thank you for your interest in joining our School.

St Helen and St Katharine is one of the UK's leading independent girls' schools - a place where students thrive, supported by dedicated staff with extensive professional expertise and enthusiasm.

Our students achieve significant academic success each year, much of which is due to the ambition and passion of our teachers. However, students and parents alike recognise that it is the whole staff body that makes St Helen's such a special place. Every member of staff is valued for the contribution they make to our busy school community.

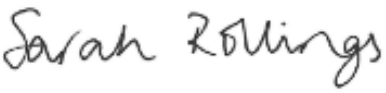
Joining St Helen's means becoming part of a vibrant community of around 700 students and 225 staff. Whether as one of our expert teachers or as part of our skilled support staff, there are many opportunities to become fully immersed in school life - from attending outstanding productions, concerts, fixtures and events, to taking part in activities that support staff wellbeing and foster our strong sense of community.

We offer a wide range of training and professional development opportunities to support your professional growth. Our generous staff training budget enables both departmental initiatives and individual development, and in recent years, we have welcomed leading speakers including Tom Sherrington, David Didau and David Weston. We have also benefitted from our ongoing partnership with executive coach Simon Scott as we continue to promote balance, wellbeing and professional fulfilment.

St Helen's is also an outstanding place to begin a career. We provide comprehensive support for teacher induction and encourage talented graduates interested in teaching to join us directly. We have extensive experience supporting trainees to gain Qualified Teacher Status through the University of Buckingham's school-based PGCE programme. We also support Early Career Teachers through their two-year induction period, guided by experienced subject mentors, our Initial Teacher Training Coordinator, and collaboration with local partner schools. Similarly, new joiners to our support departments benefit from induction and mentoring tailored to their role.

A career at St Helen's is so much more than a job. If you have any questions before submitting your application, please do not hesitate to contact us. We hope to meet you soon.

Best wishes



Mrs Sarah Rollings
Head









The School

Recently named Independent Girls' School of the Year, ranked the top 5 girls' school in the Southeast (*The Times Parent Power 2026*) and among the top 20 schools for sport in the UK (*School Sport Magazine*), St Helen and St Katharine is one of the leading independent schools in the country. It is an exciting place to work, and appointing the very best staff is integral to our success.

St Helen's School was founded in 1903 and was then joined in 1938 by St Katharine's in Wantage. The School is located on a single campus-style site of beautiful Edwardian and modern buildings set in 22 acres of grounds, on the outskirts of Abingdon, some six miles from Oxford. An extensive school bus network facilitates a large student catchment area that includes Oxfordshire, Gloucestershire, Wiltshire, Hampshire Berkshire and Buckinghamshire.

Unapologetically focused on girls – their needs, their ambitions and their voices – St Helen's is where futures are shaped *on her terms*. Our students achieve excellent academic results, and our goal is to ensure that every girl achieves success as she defines it, so that she can believe in herself, her talents and abilities, and so that she will feel prepared and equipped for life beyond school.

The School is a thriving community of girls and young women aged 9 to 18, from our Junior Department (Year 5–6) through to Sixth Form. St Helen's offers students an outstanding academic education and a rich and varied life beyond the classroom including excellence in sport, the creative and performing arts and a superb range of co-curricular clubs and societies.

We enjoy collaboration with a range of local partner schools, including Radley College, Abingdon, Larkmead, John Mason and Fitzharrys, providing opportunities to enrich the developmental journeys of our students and build positive connections across genders and experiences.

In 2023, we opened the doors to our new Sixth Form centre, the Benedict Building. The Benedict Building is a physical articulation of the School's vision for Sixth Form – to create an environment for our students that will spark their intellectual spirit and imagination – and provides students with the space and opportunity to grow their academic and co-curricular interests in readiness for the future.

The staff

St Helen and St Katharine is a very special place to work.

Our students are at the heart of everything we do, we celebrate our powerful sense of community, and we take pride in our very high standards and the strength of our performance. We enjoy a working environment and a culture within the School which focuses on development, inclusion and the pleasure of working all together.

We are always looking at ways to develop our people – students and staff. We look to be progressive, imaginative and respectful; we combine the best of long tradition with a commitment to readying our people for the challenges of the 21st Century. We also firmly believe that a diverse workforce is a better workforce which will help us develop ideas, solve problems and ultimately grow St Helen's. Our campus is beautiful and an inspiring place to work. The young people we work with are remarkable and the staff community is welcoming, committed and compassionate.

Every day is different at St Helen's. It's fast-paced but never loses sight of the value of individualised conversations and the need for support. We take our commitment to the well-being of staff very seriously and we offer the resources and training to allow people to flourish professionally.

The contribution of every member of the staff team is valued at St Helen's, and teaching and support staff work closely together, appreciative of the positive difference everyone can make in their varied roles.













The role

We are seeking to increase our team of examination invigilators for both internal examinations and public A level and I/GCSE examinations.

The 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

General requirements

No specific examination experience is necessary as training will be provided; however, an understanding of the formality and importance of examinations would be desirable. Examinations are carried out according to the Joint Council for Qualifications and awarding body rules and regulations.

We are looking for individuals with excellent organisational and interpersonal skills, the ability to handle situations in a calm and logical manner and to work as part of a team while supporting and taking direction from the Head of Examinations.

Previous experience in an educational setting and/or experience in having managed groups of young people would be an advantage.

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.

Hours are worked on a casual basis throughout the year, according to need and in line with the timings of examinations. Invigilators are scheduled on a session-by-session basis according to their availability and School need. Morning examination sessions generally start at 8.30am and afternoon sessions at 1.00pm. Most work will be completed in the months January - June.

Please note that in the interests of student confidentiality, we are unable to consider applications from current parents of the School.

All staff share the responsibility for promoting and safeguarding the welfare of the students, in accordance with the School's Safeguarding Policy.

Key responsibilities

This is not a definitive list but indicative of the duties involved before, during and after the examination.

Before

- Report to and be briefed by the Head of Examinations prior to each exam session
- Keep confidential exam question papers and materials secure before, during and after the examinations
- Ensure exam rooms are set out according to requirements
- Provide and prepare the correct information and materials to candidates to enable successful completion of the examination
- Admit candidates into the exam room under formal conditions
- Deal with candidate queries effectively, according to the regulations
- Give full attention to conducting the examinations properly
- Identify candidates and seat candidates according to the required arrangements

During

- Supervise and observe candidates throughout the time examinations are in progress
- Be vigilant and aware of incidents or emerging situations
- Refer suspected malpractice to the Head of Examinations
- Ensure and support a calm environment
- Record any disturbances, emergencies, or irregularities as they arise during the examination
- Administer exam access arrangements correctly
- Display starting and finishing times for the examinations on the boards
- Complete identification check and attendance register
- Check that answer booklets have been completed correctly by the candidates

After

- Instruct candidates in finishing their examinations and collect examination scripts and materials
- Provide a written report in the event of any discrepancy or irregularity concerning any examination or candidate
- Dismiss candidates from the exam room
- Return exam scripts completed by candidates, unused scripts, and all other confidential materials to the Head of Examinations

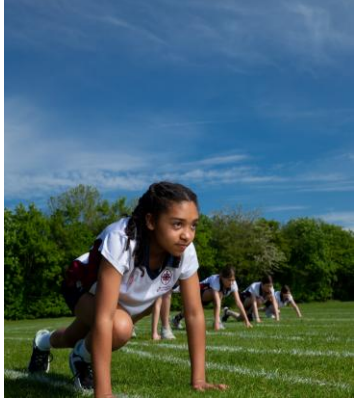
Other

- Attend mandatory training sessions, and complete training modules as required
- Undertake other duties requested by the Head of Examinations, for example, supervision of clash candidates between exam sessions
- Facilitate access arrangements for candidates
- Carry out any other exams-related administration tasks









The person

Skills/abilities

- Excellent communication and interpersonal skills
- Ability to relate well to young people
- Ability to work well as part of a team, both in a main room with others, and when working as a sole invigilator in a smaller room
- Ability to handle situations in a calm and logical manner
- High level of accuracy and attention to detail
- Ability and confidence to facilitate and supervise pupils throughout the examinations processes
- Confidence working with IT (familiar with the use of email, mobile phone messaging, etc.)

Experience, knowledge and qualifications

- An understanding of the formality and importance of the examinations process, however mandatory training will be provided
- Previous experience in an educational setting and/or experience of managing groups of young people would be an advantage

Personal attributes

- Well-presented and business like
- Enthusiastic
- A desire to help young people succeed
- A flexible approach; willingness to change work patterns to fit with the needs of the role, and an appreciation of reliability
- A commitment to safeguarding our students in line with the School's Safeguarding Policy

Salary and benefits

- Examination Invigilators are engaged under a casual arrangement and are not employees of the School; the School will provide the invigilator with an Agreement giving full details of the terms of engagement.
- Casual and intermittent hours with no obligation on the School to offer work and, if offered, there is no obligation on the individual to accept it.
- There are various categories of Examination Invigilators, and their roles and rates of pay are as follows:
    - **Chief Invigilator (currently £14.29/hr):** The Chief runs the main examination hall or room and delegates tasks to a team of standard Invigilators.
    - **Specialist invigilators (currently £14.29/hr): Amanuensis/Scribe:** An Amanuensis (otherwise known as a Scribe) assists a candidate to complete their examination by writing answers as dictated by the student on their behalf. **Reader:** A Reader assists a candidate by reading out the examination questions as per the candidate's requirements.
    - **Standard Invigilator (currently £13.65/hr):** A Standard Invigilator is part of a team within a large examination hall or a smaller room and takes direction from a Chief. On occasion they may be required to run an examination room with a small number of candidates. Unless otherwise specified, all members of school (teaching) staff (when required to be) are Standard Invigilators.
    - The hourly rates above do not include annual leave which will be paid separately at the rate of 12.07%. Inclusive of annual leave the rates of pay are as follows:
        - **Chief Invigilator: £16.01/hr**
        - **Specialist Invigilator: £16.01/hr**
        - **Standard Invigilator: £15.30/hr**
- Examination Invigilators are entitled to a free school lunch on the days on which they are in School.
- There is free car parking on site.

St Helen and St Katharine is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, the Disclosure and Barring Service and overseas Police checks, if applicable. Employment is subject to these checks






The process

These job details should be read in conjunction with our Safeguarding policies, available within the vacancies section of our website and within the vacancy page on My New Term.

Please then submit an application via the My New Term portal including within this a personal statement in support of your application.

The closing date for this post is **Monday 30 November 2026 at 12.00pm**.
Interviews will take place **between Tuesday 1 December and Friday 4 December 2026**.

Please note that due to the volume of applications we receive, we are unable to provide individual feedback.

We look forward to receiving your completed application.









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Independent day school for girls aged 9–18
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Registered charity no 286892