



WARWICK
SCHOOL

Information for Applicants

Examination Invigilators (Casual)

To start January 2027

A message from the Head



I am delighted that you are taking the time to find out more about joining Warwick School – a place where our engaging staff foster a learning environment in which every pupil grows intellectually and thrives academically.

I hope this brochure conveys a sense of a school environment in which our pupils and staff are happy, cared for and have their interests ignited, whatever these may be.

The Warwick Way is what makes us distinctive and special – the beliefs and values that define us.

Boys are at the heart of everything we do. We exist to inspire and nurture them morally, spiritually, intellectually, physically and socially. We want to build on their individual strengths and help them grow into well-rounded young men: confident but not arrogant, who can play a positive role in the world.

Our community's strength lies in our relationships – between staff, pupils, parents, across our Foundation family of schools, our alumni and partnerships with our local community.

I very much hope that you will be inspired by what you discover about us and that you will wish to be a part of this exciting community; I look forward to receiving your application.

Mr Barker
Head Master



The School

Warwick School has a long history. The town of Warwick first appears in the Anglo-Saxon Chronicle in the year 914 AD, and this has long been taken as the date for the foundation of our school. The school moved to its current location on the banks of the River Avon in 1879 and in 1906 the name of Warwick School was adopted. From that point onwards, the oldest boys' school in the country has grown from strength to strength.

The school is now a large community. There are around 250 boys in the Junior School and 1,100 pupils in the Senior School, including a Sixth Form of more than 300. In addition, there are facilities for 60 or so boys as full (or occasionally weekly) boarders. There are approximately 100 full-time teachers on the Senior School staff.

The Junior School for boys from Year 3 to 6, is divided into two parts: Upper and Lower School. Whilst the Junior School has its own buildings on campus, the boys also share many facilities with the Senior School boys including the Sports Centre, Music Department, Dining Hall, Bridge House Theatre and Warwick Hall.

Over the past 20 years, significant investments have been made to improve the facilities and accommodate an ever-increasing school roll. A new sports pavilion, theatre, state-of-the-art science building, teaching block and school hall have provided new and spacious accommodation. In 2014, the school celebrated its 1100th anniversary, which provided a wonderful opportunity to celebrate its history and success with the whole school community.

The reputation of Warwick School in the local area and beyond has led to the recruitment of excellent staff and pupils, and this in turn has resulted in record exam results, exceptional achievements in music, drama and sport, and an ever-growing programme of co-curricular activities. A Warwick School education is fun and well-rounded. The school prides itself on its strong sense of identity and its ability to provide an outstanding all-round education to a wide mix of boys between the ages of 7 and 18.

We provide a large number of means-tested bursaries to ensure that as many boys as possible can enjoy the benefits of this education, regardless of their parents' ability to afford the fees.

We enjoy ever closer links with our sister schools within the Foundation.

Find out more at www.warwickschool.org.

Warwick
Schools
Foundation



Warwick Schools Foundation comprises: King's High with Warwick Preparatory School, Warwick School with Warwick Junior School, and The Kingsley School. The Foundation is unique in the Midlands, offering co-education for our pupils aged 3 to 7, and then either single-sex education from age 7 onwards at our Warwick campus or co-education at the Kingsley School. This offers the best of both worlds for our pupils: teaching specifically tailored to their needs with extensive opportunities to collaborate outside the classroom.

Find out more at www.warickschoolsfoundation.co.uk.



The Role

Warwick School is seeking to appoint individuals to join our experienced and friendly team of examination invigilators. The post may be attractive to someone recently retired or on a career break. It is an opportunity to assist the school on a part time, casual basis as it seeks to build on the success of winning Independent Boys' School of the Year for 2022.

It is the role of the invigilators 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.

Experience of invigilation or working in schools is not required as training will be provided, although applicants are required to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them

Public examinations take place in April, May and June each year and applicants will be expected to make themselves available for all or most of the examination weeks. The length of sessions can vary although you will need stay for the duration of each session allocated. Morning invigilation sessions usually begin at 8.20am and afternoon sessions at 12.50pm. Further invigilation opportunities are available during the academic year for some internal exams (e.g. trial exams in January).

The examination invigilators report directly to the examinations manager. The key areas of responsibilities and duties for this position are set out on the next two pages. The list is not exhaustive, and invigilators may be expected to assume additional tasks within the spirit of the role as reasonably requested by the examinations manager.



Job Description

The Foundation considers this document as a “snapshot” of the job and the tasks listed are not an exhaustive list. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.

Key Duties and Responsibilities

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ) and awarding body regulations and Warwick School’s specific requirements. Invigilators have a key role in upholding the integrity of the external examination and assessment process.

Before examinations

- Report to and be briefed by the examinations manager or examinations supervisor prior to each exam session.
- Keep confidential exam question papers and materials secure before, during and after exams.
- Maintain question paper security by supporting the examinations manager or examinations supervisor with the ‘second pair of eyes check’.
- Ensure exam rooms are set up according to the requirements.
- Admit candidates into exam rooms under formal examination conditions.
- Identify, seat and instruct candidates according to the required arrangements.
- To ensure no unauthorised items are brought into the examination hall, such as electronic devices, revision notes, etc
- Notify the Examinations Manager if there are any absent candidates
- Distribute the correct question papers and exam materials to candidates.
- Deal with candidate questions according to and within the regulations.
- Follow the procedure to start exams.

During examinations

- Give full attention to conducting the examinations properly.
- To supervise and observe candidates at all times, and to be vigilant throughout ensuring that there is no communication between candidates.
- To be aware of any needs that candidates may have during an examination, including any Access Arrangements
- Provide appropriate support for candidates with access arrangements
- Keep disruption in examination rooms to an absolute minimum to ensure a calm environment that gives pupils the best opportunity to be successful in their exams.
- Deal with emergencies or irregularities effectively.
- Record/report any incidents, disruption or irregularities.
- Complete attendance registers as required.



Job Description

(continued from previous page)

After examinations

- Instruct candidates in finishing their examinations and collect examination scripts and materials.
- Dismiss candidates from the examination room ensuring exam materials are not removed and that departure is in an orderly and silent manner.
- Check candidates' names on scripts match the details on the attendance register and are placed in candidate number order.
- Assist the examinations supervisor in securely returning all examination scripts, question papers and materials to the examinations manager.

Other tasks

- Undertake training, including annual examination update and review sessions as required.
- Undertake supervision of examination timetable clash candidates between examination sessions (quarantine arrangements).
- Facilitate access arrangements for candidates due to special educational needs and disabilities, e.g. as a reader, scribe, etc. (training will be provided).
- Undertake other reasonable exam related tasks as requested by the examinations manager.
- Advise of your availability promptly when requested by the examinations manager for the purpose of completing the invigilation rotas.

Health and Safety:

- As an employee you are expected to:
- to take reasonable care of your own health and safety.
- to take reasonable care not to put other people – pupils, fellow employees and members of the public - at risk by what you do or don't do in the course of your work.
- to co-operate with your employer, making sure you get proper training, and you understand and follow the company's health and safety policies.
- not to interfere with or misuse anything that's been provided for your health, safety, or welfare.
- to report any injuries, strains, or illnesses you suffer as a result of doing your job.
- to tell your employer if something happens that might affect your ability to work (e.g., becoming pregnant or suffering an injury).
- if you drive or operate machinery, to tell your employer if you take medication that makes you drowsy.



Further Details

The Employer is Warwick Schools Foundation.

Salary

The salary scale for this role is Point 13 = £15.08 per hour (£12.89 + £2.19 holiday pay)

Benefits for Staff

- Free lunch and refreshments during the working day
- Free parking
- You will be opted into the Foundation pension scheme.
- Employee Assistance Programme.
- A virtual GP and Physio service
- Access to a wide range of retail discounts
- Use of the Sports Complex for staff
- A strong, supportive staff community

Safeguarding and Protection of Children and Young Persons

In accordance with the Children's Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition, offers of appointment will be subject to an enhanced criminal record check from the Disclosure and Barring Service (DBS).

These checks will highlight cautions, reprimands, and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent working with children.

All staff are required to adhere to the School Policy on safeguarding and undertake training as required and ensure the safeguarding and well-being of children and young people at the school, in accordance with School policies.

Appointment Method

Interview

The Application Form

Candidates must submit completed application form and include within it an outline of how they meet the job and person specification.

If you have any queries about the completion of the form, please contact HR at

HR@Warwickschools.co.uk



Appointment Timetable

Deadline for submission of applications:

Thursday 8 October 2026 at 12pm

Interview Date: Shortly thereafter

Invigilator Training: late November 2026



Person Specification

	Essential	Desirable	Method of assessment
Qualifications	Educated to a high level with good Maths and English.	Degree level or equivalent experience.	- Contents of the Application Form - Copies of qualifications
Experience	Experience of working in a professional capacity.	- Experience of a similar role. - An understanding of education within an Independent school setting	- Contents of the Application Form - Interview - Professional references
Skills	- Good command of written and spoken English - Excellent communication skills and interpersonal skills. - Confident and able to communicate with both staff and pupils. - Ability to work in a team but also able to use own initiative when appropriate. - Ability to relate to candidates yet maintain a role of authority - Good timekeeping and organisational skills - Ability to follow instructions precisely. - Accuracy and attention to detail are essential to the role. - Maintain absolute confidentiality where appropriate in matters relating to examination paper content and the conduct or circumstances of staff and/or candidates.	- Calm, confident attitude - Methodical approach - Experience of dealing with confidential issues - Ability to work in a team and on own, with good interpersonal skills - Confidence to seek clarity regarding work requested - Confidence to ask for assistance as required - ICT skills	- Contents of the Application Form - Interview - Professional references (continued on next page)



	Essential	Desirable	Method of assessment
Personal competencies and qualities	A wholly professional attitude to include: • Commitment to high standards. • Expect to wear smart 'business dress' to promote a formal atmosphere within the exam room. • Ability to listen and work in a team. • Ability to be positive and enthusiastic. • Tact and discretion and understanding the importance of confidentiality and discretion. • Loyalty and dependability. • Soundness of judgement. • Ability to prioritise and organise self. • Commitment to own professional development. • Strong customer service focus. • Support for school aims and policies. • Commitment to collaboration, where appropriate, with other schools in the Foundation.	• Demonstrate being articulate, presentable, co-operative, reliable, good communication skills that allow effective communication at all levels. • Ability to prioritise. • Creates a good rapport with other staff. • Ability to organise self. • Ability to listen. • Ability to work in a team.	• Interview • Professional references
Safeguarding Children, Young People and Vulnerable Adults	• A commitment to the safeguarding and well-being of children and young people at the school, in accordance with school's policies • A willingness to adhere to the school's policy on safeguarding and to undertake training as required		• Contents of the Application Form • Interview • Professional references • Successful DBS Clearance
Equal Opportunities	• Understanding of the requirements of Equality and Diversity		





WARWICK
SCHOOL

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