



Exam Invigilator

Closing date: 11 October 2026







Welcome to Thomas's College

Thomas's College is a brand-new selective co-educational day and weekly boarding school for students from 11 to 18. Our school sits in a beautiful five-acre campus at the top of Richmond Hill, 15 minutes' walk from Richmond Station, with magnificent buildings surrounding a central garden. We have outstanding sports facilities a short drive away, with Richmond Park on our doorstep. The whole site is full of space and greenery.

We seek to offer a new approach to London independent education, built around the choices and interests of each individual, that combines the best of traditional excellence with radical innovation. We teach psychology to all students, we offer alternative qualifications alongside GCSE and A Level, we've changed the student journey to include a three-year Sixth Form - we're at the leading edge of educational reform.

Above all we offer a family atmosphere, full of heart, along with the passion and drive of an entrepreneurial start-up environment. It is a combination that we believe will bring our students benefits, in terms of their success, happiness and values, that will last lifelong. For staff, we hope that working at the College will be an experience they treasure throughout the course of their careers.



Vision and Aims

PART OF THOMAS'S LONDON DAY SCHOOLS

We are a family-run group of co-educational independent schools in central London, which seek to give an exceptional start in life to more than 2,000 children between the ages of two and eighteen. Every member of the Thomas's community is expected to live by our most important school rule, which is simply to 'Be kind'.



OUR VISION

Our vision is that every pupil at Thomas's develops core values and a strong sense of social responsibility; inner strength, outward assurance and positive physical and mental health; academic success and a wide range of skills, interests and attributes; curiosity about the world and a love of learning.

The overall goal of a Thomas's education is to equip all of our pupils with optimism and readiness for the future, to become net contributors to society, and to flourish as successful, conscientious and caring citizens of the world.



OUR AIMS

To achieve this vision, our aims at Thomas's College are:

- To provide an exceptional and innovative education to young people aged 11 to 18, founded on **breadth of experience and opportunity**
- To enable pupils to achieve **academic excellence** through a holistic approach that develops knowledge, skills, character and self-understanding
- To ensure that every member of our school communities learns and lives by a strong set of values, with **kindness at the heart**
- To support pupils to make meaningful choices about their future, fostering a sense of **purpose and personal ownership**
- To promote a **diversity of excellence** that encourages different types of intelligence, problem-solving and the ability to make connections

The Heads and Principals
Thomas's London Day Schools



The Role

OVERVIEW

Thomas's College is seeking dependable and diligent individuals to join our team of exam invigilators. Our exam invigilators ensure that examinations are conducted in accordance with official guidelines and regulations, maintaining the integrity, security, and smooth running of the examination process.

KEY RESPONSIBILITIES

- Prepare examination venues before candidates arrive (e.g. maintenance, materials, and signage) according to the requirements
- Verify candidate identity and ensure correct seating arrangements
- Distribute and collect examination papers and materials securely
- Instruct candidates in the conduct of their exams
- Ensure candidates adhere to examination regulations and maintain a calm, focused environment
- Supervise candidates throughout the exam, remaining alert and vigilant at all times
- Deal with queries or issues that arise during examinations in line with awarding body regulations and exam policies
- Report any incidents of malpractice or irregularities to the Exams Officer immediately
- Assist with the safe collection, counting, and return of exam scripts and materials after each session
- Complete attendance registers
- Support students requiring special arrangements, if applicable (e.g., readers, scribes)
- Undertake training, update and review sessions as required
- Other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'
- Follow safeguarding, confidentiality, and data protection policies at all times

Person Specification

QUALIFICATIONS, EXPERIENCE AND SKILLS

- Previous experience as an invigilator or in an educational setting
- Basic IT literacy (for digital exams or registers)
- Knowledge of awarding body regulations (e.g., JCQ or awarding body rules)

PERSONAL ATTRIBUTES

- Reliable, punctual, and trustworthy
- Strong attention to detail
- Good communication and interpersonal skills
- Ability to remain calm under pressure and manage student behaviour professionally
- Commitment to fairness, integrity, and confidentiality



ADDITIONAL PERSONAL ATTRIBUTES AND VALUES

Personal Qualities

- High levels of initiative and energy and readiness to work hard
- Ability to manage and thrive on intensity and tolerate and overcome frustrations
- Ability to exercise self-care and prioritise wellbeing
- Enthusiasm, positivity, a readiness to believe in and work towards the best
- Supportive, generous and sympathetic attitude
- Constructive and imaginative approach to problems
- Readiness to learn, share ideas and listen
- Willingness to adapt and change and demonstrate the growth mindset we encourage in students
- Motivated by high standards: taking satisfaction in doing things really well
- A sense of school spirit and recognition that positive and cheerful capability in the face of challenge is at the heart of strong communities
- Recognising the importance of work as a source of meaningful satisfaction and fun

Safeguarding and Young People's Interests

- A commitment to the highest standards of safeguarding in all aspects of practice
- Genuine interest in children and young people
- Genuine interest in pastoral issues and wellbeing
- Commitment to responding to and supporting each student as an individual



KINDNESS



COURTESY



HONESTY



RESPECT



PERSEVERANCE



INDEPENDENCE



CONFIDENCE



LEADERSHIP



HUMILITY



GIVERS,
NOT TAKERS

Terms and Benefits

- **Competitive Salary & Benefits Package**
- **Contract:** Employment as an invigilator is classed as 'casual work' and there is no obligation on the school to provide work. There is no obligation on the individual to accept work up until session bookings are confirmed. Once confirmed, bookings are considered a commitment to work
- **Hours:** Session Hours to be agreed in advance by the Exam Officer
- **Expected Start:** November 2026
- **Location:** Thomas's College, Richmond

The role will be subject to the successful completion of the required employment checks, including an enhanced DBS and reference. Full details of all checks that will be carried out are detailed in our recruitment policy.



Key Dates

Applications are invited from experienced, dynamic and enthusiastic leaders excited by the scope of this opportunity. For further details visit the Thomas's London Day Schools website: thomas-s.co.uk/join-our-team or email hr@thomas-s.co.uk

To apply for this post please go to thomas-s.co.uk/join-our-team and click apply by noon on Sunday, 11 October 2026. Should you wish to send a covering letter or supporting statement following your application, please forward it to hr@thomas-s.co.uk

The first round of interviews will take place on 14 October 2026. Please note that referees will be contacted prior to the interview.

SAFEGUARDING

Thomas's London Day Schools are committed to safeguarding the welfare of children and young people and expect all staff, volunteers and visitors to share this commitment and work in accordance with our child protection policies and procedures.

All posts are subject to screening appropriate to the post including checks with past employers and the DBS service. The school will undertake online searches on shortlisted applicants and may require applicants to provide details of their online profile, including social media accounts. For details of the checks which will be undertaken as part of our recruitment process, please see our Safer Recruitment Policy which can be found here www.thomas-s.co.uk/policies/ under the 'Thomas's Policy' tab.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. As an equal opportunities employer, Thomas's is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity or marriage and civil partnership. Thomas's aspire to have a diverse and inclusive workspace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join the Group.





**Be Kind
Be Thomas's**