



THE
KINGSLEY
SCHOOL

Information for Applicants

Examination Invigilator (Casual)

To start January 2027, with training in November 2026



A Message from the Head

Welcome to the Kingsley School. We are a co-educational school in the heart of Royal Leamington Spa, proud of our long history of providing a high quality, supportive and broad education. Part of the Warwick Schools Foundation since 2021, our recent history shows that we are a dynamic, innovative and inclusive school in which all students and staff can achieve.

We are a caring and high achieving learning community, supporting all students to achieve their best in and out of the classroom. However, there is so much more to a Kingsley education. We want our students to experience the excitement of discovering that they can achieve more than they thought possible; we encourage them to embrace new opportunities and challenge and support them in developing resilience and determination. We celebrate planting a tree at Forest School as warmly as top grades and a beautiful painting as enthusiastically as gaining a place at a prestigious university.

If you were to ask a member of staff, student or parent what they love about Kingsley, I can guarantee that our spirit of community will play a major role in their response. We believe in respect, kindness and caring. Our students really are at the heart of all we do, and we go the extra mile to ensure that every child is seen, heard, and known, and has a strong sense of belonging.

The Kingsley School is a happy and thriving place with a unique identity and spirit. It's also a rewarding place to work with passionate and dedicated staff who share the same belief and vision that every child can flourish.

Thank you for your interest, and I look forward to meeting you.

Mr Peter Bucknall
Head of School



The School

A leading independent day school in Leamington Spa, the Kingsley School educates girls and boys aged 5 to 18. Founded by the determination of Rose Kingsley, daughter of Victorian author Charles Kingsley, the School began life in 1884 as Leamington High School before becoming The Kingsley School to celebrate Rose Kingsley's contribution to Leamington in 1949.

The Kingsley Way

The Kingsley Way is what makes us distinctive and special. It includes our four core values and our holistic approach to education consisting of four strategic educational pillars.

Our values

- We act with **kindness**
- We aim for **excellence**
- We create **opportunities**
- We build **community**

Our educational pillars

Academic Education

Inspiring excellence in all areas of learning, teaching, and student achievement

Academic Education offers exceptional learning opportunities with our 4D Curriculum in the Prep School and over 30 exciting subjects in the Senior School, personalised pathways, and research-based teaching and learning. This all leads to excellent academic outcomes, ensuring our students are well-qualified and well-equipped for the future.

Positive Education

Locating wellbeing at the heart of our school

Positive Education brings the science of positive psychology to our Kingsley community. It focuses on specific skills that support girls and boys to build positive emotions, grow resilience, strengthen relationships, optimise strengths, promote mindfulness, and encourage a healthy lifestyle – underpinned by world-class pastoral care.



Discovery Education

Facilitating experiential learning beyond the classroom

Discovery Education helps our boys and girls develop confidence in practical ways, promoting independence, compassion, leadership, and resilience. Our education extends far beyond the classroom door and our students are constantly exposed to new ideas, activities, and opportunities. As the only Round Square school in the region and as part of Warwick Schools Foundation, Kingsley girls and boys benefit from extensive opportunities for collaboration, creativity, and growth. Whether it's through our world-class music programme, Duke of Edinburgh, or Friday afternoon activities, students are constantly given the chance to discover new things to complement their classroom learning.

Future-focused Education

Cultivating the skills, knowledge, and confidence to create the future

Future-focused Education teaches the knowledge, skills and attitudes needed to thrive and make an impact on the world now and in the future. It moves away from the silos of knowledge and exam-based, standardised learning to an education that ensures our students are equipped with the skills and belief to change the world. Our own bespoke curriculum, together with the many opportunities we have being part of Warwick Schools Foundation, ensures our students have the skills and confidence to create their future and be a force for good in the world.

Underpinning our four strategic educational pillars is our commitment to coaching with empowering conversations that foster wellbeing, growth, and performance.

www.thekingsleyschool.co.uk

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.



The Role

The Kingsley 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.

It is the role of the invigilators is 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 November, 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 8.00am and afternoon sessions at 12.30pm. 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 Lead. 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 Lead.



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 Lead 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 Lead 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 Lead 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 Lead.

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

£15.08 (£12.89 plus £2.19 holiday pay)

Benefits for Staff

- Free lunch and refreshments during the working day
- 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 Fitness Suite for staff
- A strong, supportive staff community

Pension

Applicants will be automatically enrolled into a competitive contributory pension scheme (employer contributions up to 14%).

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.

Equality, Diversity, and Inclusion

Warwick Schools Foundation is committed to promoting equality of opportunity for all pupils and staff, both current and prospective, and in this position, you will actively support an environment and culture that values diversity and inclusion.

Appointment Method

Interview.

The Application Form

Candidates should complete the Application form and a Cover letter which addresses the competencies outlined in the job description and person specification.

If you would like to have an initial discussion about the post, please contact Gina McIlwraith – Executive Assistant and Operations Manager, on 01926 425127 or on g.mcilwraith@warwickschools.co.uk



Appointment Timetable

Deadline for submissions

Closing date: Friday 30 October 2026, 12pm

Interview date: Thursday 5 November 2026



Benefits for Staff



THE
KINGSLEY
SCHOOL



Staff Fee
remission at
The Kingsley
School



Lunch and
refreshments
provided during
the working
day



A virtual
GP and Physio
service



Access to a
wide range of
retail discounts



Salary sacrifice
schemes



A strong,
supportive staff
community



Employee
Assistance
Programme



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		





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