

CANDIDATE INFORMATION PACK

EXAM INVIGILATORS

WELCOME

I am delighted that you are considering this opportunity at North London Collegiate School.

North London Collegiate School (NLCS) was founded in 1850 by Frances Buss, an early pioneer of girls' education. NLCS is one of the country's most illustrious academic day schools.

The School provides an ambitious academic education and achieves some of the best results in the country. The focus in the classroom is on fostering a deep love of learning and our teachers are passionate subject experts. The School has a strong intellectual tradition but it is also defined by an ongoing commitment to innovation. The school's new innovation hub will be a centre for creative thinking and pioneering curriculum development.

Pupils benefit from an exceptional range of activities beyond the classroom through our co-curricular and academic enrichment programmes. We welcome over 250 visiting speakers per year, we offer 18 different sports, host over 40 concerts and several ambitious dramatic productions each year, publish multiple student-led magazines, and offer activities as varied as Model United Nations, Chess, VEX Robotics and Magic Club.

Our pastoral care is focused on developing happy, independent and resilient young women. Our pupils are free to be themselves at School but ready to embrace the opportunities of the world beyond NLCS. Our community is welcoming and inclusive and celebrates its rich diversity.

At NLCS, we deeply value our staff and are committed to their well-being and professional growth. We understand that a supportive and nurturing environment is crucial for everyone, not just our students. Our comprehensive staff development programme and strong support network ensure that our staff thrive both professionally and personally.

We are looking to appoint suitably experienced and reliable Invigilators for the exams that take place throughout the academic year. The ideal candidates will be well organised, excellent communicators, have experience of supervising children and be both reliable and flexible. No experience is required as full training will be provided for the successful candidates.

Whilst the role is ad-hoc and term time only, hours will be agreed with the successful candidates in advance and there will be an opportunity to work regularly during the School's usual examination periods.

If you would like to join this vibrant community of pupils and staff, I would be delighted to receive your application.



VICKY BINGHAM
HEADMISTRESS



THE SCHOOL



North London Collegiate School has an international reputation for academic excellence, combined with exceptional pastoral care and extra-curricular achievement. NLCS is an academically selective girls' school. There are 790 students in the Senior School, 233 of them in the Sixth Form, and approximately 310 in the Junior School. The School takes pride in the religious and social diversity of its intake. The School's aims are to provide an ambitious education for all its pupils and to enable each girl to make the most of her own gifts. The highest priority is to maintain a team of professional teachers to whom each pupil is important, and who can teach their subject(s) with enthusiasm and drive. All pupils are expected to learn to recognise academic excellence and realise that it is attainable.

Alongside these aims for the classroom, staff strive to make school a place where the whole personality can grow. Good relations between staff and pupils, and between girls themselves, are fostered. At NLCS, education is much more than passing examinations and the girls are encouraged to try themselves out in a variety of ways. Staff strive to maintain a community which is tolerant and teaches service to others. Set in over 30 acres of parkland, the School has extensive facilities. These include a new Wellbeing Centre which underlines the School's commitment to ensuring that NLCS continues to provide as rounded and supportive a pastoral offering as is possible.

In 2024, 70% of GCSEs were a grade 9, and a notable 89% of grades were 9/8. At A-Level our students achieved an impressive 46% A* grades, 84% A* - A and 96% A* - B. In addition to A-Levels, we offer the International Baccalaureate in the Sixth Form and we have an outstanding record of success. Our students gained an average point score of 41 in 2024, placing us again among the best IB schools in the world.

Places are heavily oversubscribed, and entry is extremely competitive.

Our leavers receive offers from an impressive range of university destinations including Oxford, Cambridge, Harvard, Yale and Princeton, as well as other leading universities such as Warwick, Edinburgh, UCL and Imperial. We are extremely proud of our alumnae (Old North Londoners), who have achieved international prominence in a wide variety of career pathways from music, drama and the arts through to science, sports, politics and law.

We have an extensive schedule of extra-curricular activities including a weekly speakers' programme for all students in Years 11, 12 and 13. NLCS students regularly reach the finals of national and international competitions, such as F1 in Schools, chess, Young Enterprise, coding and debating.

There is also a remarkable commitment to outreach and charity work, reflecting the rich and harmonious diversity of the School.

To find out more about the school, click [HERE](#).



INVIGILATORS

THE ROLE

We are currently looking for enthusiastic and organised people to join our team of invigilators supporting our students who sit internal and public exams in January, April, May and June. Interested candidates must be available to work in these months however as our invigilators work on a casual basis the number of hours available for each period of exams across the year will vary and cannot be guaranteed. There are also opportunities throughout the year to invigilate other exams. Successful invigilators will be booked on an hourly basis within the range of 0815-1630 and may be offered morning, afternoon or a full day. Finish times will vary dependent on the requirements of the school.

LINE MANAGER: Head of Examinations / Exams Secretary

HOURLY PAY RATE: £15.27 (£13.62 for work carried out plus £1.65 holiday pay)

MAIN RESPONSIBILITIES

To work in examination rooms and take responsibility for conducting examinations in the presence of the candidates

To have a key role in upholding the integrity of the external examination/assessment process.

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ) awarding body, CAIE and IB and North London Collegiate School regulations and instructions

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

Before exams

Report to and be briefed by the exams office prior to each exam session

Keep confidential exam question papers and materials secure before, during and after exams ensure exam rooms are set up according to the requirements

Admit candidates into exam rooms under formal exam conditions

Seat candidates according to the required arrangements

Distribute the correct question papers and exam materials to candidates

Deal with candidate questions

During exams

Supervise and observe candidates at all times and be vigilant throughout exams

Keep disruption in exam rooms to a minimum

Deal with emergencies or irregularities effectively

Record/report any incidents, disruption or irregularities

Deal with candidate questions according to the regulations

After exams

Instruct candidates in finishing their exams and collect exam scripts and exam materials

Dismiss candidates from the exam room

Check candidates' names on scripts and match the details on the attendance register

Securely return all exam scripts and exam materials to the exams office

Other tasks

Undertake mandatory training, update and review sessions as required by NLCS. This will include attending a safeguarding session at the beginning of September and attending invigilation training sessions and team meetings which will be on site.

Undertake relevant online invigilator training and assessment for that academic year

Invigilation work will not be offered unless all training is up to date

Undertake, where required and where able, other duties requested by the exams team, for example

- centre supervision of exam timetable clash candidates between exam sessions
- Other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'

Providing support for candidates with access arrangements for example as a chaperone etc.

Undertake exams admin tasks where necessary

The postholder will also be required to undertake any other duties as reasonably required by the Head and Line Managers



THE PERSON

The successful candidate will demonstrate strong team building, communication skills, warmth and empathy. They will have a high level of organisational and interpersonal skills, be committed to maintaining the nurturing and supportive ethos of the school, and be an enthusiastic, caring and positive role model within the School community.

GENERAL SKILLS REQUIRED

Confident and with additional training willing to consider a Lead Examiner role

Excellent interpersonal skills, with the ability to relate well to people on all levels, and to show ambition for the School and its direction

Ability to work effectively as a member of a team, to show initiative and imagination and to have vision and the ability to inspire others

First class organisational and administrative skills with the ability to remain calm under pressure and to work to tight deadlines, managing competing priorities

Excellent written and spoken English

PERSON SPECIFICATION

It is highly desirable that applicants have the following attributes

EXPERIENCE & KNOWLEDGE

Previous Invigilation experience is desirable, however full training can be provided

Reliable, flexible and professional with a 'can do' attitude

Able to work positively and collaboratively

Willing and accepting to change tasks at short notice

Able to work on their own or as part of a group and enjoys helping others

Ability to communicate with candidates and staff clearly and accurately

Confident in dealing with students at times of stress and able to deal with the unexpected in a calm and authoritative manner

An understanding of the independent school sector

OTHER

Personal integrity, honesty, energy, stamina and enthusiasm

A sensitivity to the needs of young people and a commitment to their support, care and nurture

Ability to maintain strict confidentiality

Enthusiastic, and self-motivated to get the job done to the highest standards

EQUALITY, DIVERSITY & INCLUSIVITY



North London Collegiate School condemns unequivocally discrimination and inequality in all its forms.

Our School was founded on the principles of respect and compassion, service to others, and active, positive participation in society and the wider world. We cannot change the past, but we must learn from it. It is not sufficient to say that we are not racist – we must be actively anti-racist in our actions, policies and educational delivery.

As a school, we are proud of our heritage of supporting, embracing and celebrating all the members of our community, as exemplified in our School Aims.

We recognise and celebrate the benefits of having a diverse school community, in which individuals value themselves, one another, and the different contributions that everyone can make to the school, our wider community and the world.

Our students are taught to value and respect themselves and others as they work hard to prepare to take leading roles in our future society.

In the provision of equal opportunities, the School recognises and accepts its responsibilities under the law and opposes discrimination based on the protected characteristics under the Equality Act 2010.

We oppose all bullying and unlawful discrimination on the basis that a person

has a special educational need or learning difficulty, or because English is an additional language. We are committed to being an equal opportunities education provider, and to equality of opportunity for all members of our school community.

North London Collegiate School aims to ensure that all policies and practices conform with the principle of equal opportunities and comply with the public sector equality duty set out in section 149 of the Equality Act 2010.

We will tackle inappropriate attitudes and practices through our staff leading by example, through the Personal, Social and Health Education (PSHE) programme, through our supportive school culture and through our school's policies. Our teaching will reflect the diverse nature of our modern world and we will seek through our extracurricular activities, partnerships and School societies to challenge inequality and inequity, promulgate fairness and equality for all and to celebrate the differences that make us all unique and valuable members of society.

We believe that our School community is an agent for change in the world, and we continue to seek to ensure that more generations of young people leave North London Collegiate School empowered and enabled to take the next steps forward in their education and lives for their own benefit and for the good of society as a whole.

TERMS, CONDITIONS & BENEFITS

KEY DATES

Closing date for applications: Tuesday 30th September 2025 at 7.00am

Interview Date: 6th and 7th October 2025

Start Date: Required as soon as possible

LOCATION

NLCS is a short walk from Canons Park or Stanmore stations.

Staff arriving at Edgware Station on the Northern Line can use our free Station Shuttle-bus service.

For further information please visit our Travelling to School page [HERE](#).

MEALS

A free lunch is available for all staff during term time. Thomas Franks, our dedicated caterer, accommodates all dietary requirements

CANONS SPORTS CENTRE

Canons Sports Centre is located in the beautifully landscaped grounds of NLCS.

Staff have free access to the Sports Facilities at designated times. This includes the Fitness Studios, Swimming Pool and Multi-Purpose Sports Hall.

PERFORMING ARTS CENTRE

Our Performing Arts Centre which has a 350-seat theatre holds up to 40 productions and concerts each year.

Tickets are available to staff with the majority of performances being free or at a discounted price.

SAFEGUARDING

NLCS is committed to safeguarding and promoting the welfare of young people and expects all members of all staff to share this commitment.

Applicants must declare any criminal convictions as the post is exempt under the Rehabilitation of Offenders Act 1974.

Appointments will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service and references from previous employers.

We are an Equal Opportunities employer.



