



FRANCIS HOLLAND REGENT'S PARK

Exam Invigilator
Flexible/Casual | Start from April 2026



General Information

Francis Holland Regent's Park, founded in 1878 by the Reverend Canon Francis Holland, is an academically selective independent day school for girls aged 11-18, and is located in the heart of London. It is one of three schools within the Francis Holland Schools Trust. While each school maintains its own distinctive character and identity, they are united by a common purpose: to safeguard the wellbeing of young people, nurture their potential, build resilience, and support them in becoming fulfilled individuals who make a positive impact in an ever-changing, interconnected world.

Francis Holland Regent's Park central location makes the school easily accessible. Pupils commute from across the city, supported by excellent public transport links, including numerous bus routes and proximity to Baker Street station. Whilst space in central London is limited, the school is fortunate to have Regent's Park right at the doorstep where pupils make daily use of its outstanding outdoor facilities for both sport and leisure.

While Francis Holland Regent's Park is a Church of England School, we warmly welcome pupils of all faiths and backgrounds. Every year group reflects this inclusivity, with a wide range of beliefs represented across the school community.

Entry to the school is competitive and pupils are selected via entrance examinations and interview at 11+ or 16+. Pupils achieve exceptionally good results in examinations at GCSE and A Level, and progress to some of the best universities in the UK, as well as to top global institutions such as those in the US. The School offers means-tested bursaries, up to 100% of fees, with Academic, Art, Music and Sport scholarships awarded upon application.

Moreover, the school offers a plethora of co-curricular activities, with over 90 clubs and societies running before school, at lunchtimes and after school. Music, drama and sport are particularly strong. Community voluntary work and charitable activities are enthusiastically supported by staff and pupils. Achievement beyond academic success is regarded as essential for our pupils and all teachers are expected to contribute fully to co-curricular activities.

Job Information

We are looking for efficient, organised and professional examination invigilators to join our examinations team to assist the school during formal examinations in the Summer Term of 2026. Experience of exam invigilation or working in a school environment are desirable, however training for the role and its duties will be provided.

The successful appointee will have the following personal qualities:

- be reliable, flexible and readily available during main examination periods
- have effective communication skills and good interpersonal skills
- work well as part of a team
- be confident and a reassuring presence to candidates in examination rooms
- be able to give instructions and manage situations involving different groups of people
- have basic IT skills (familiar with use of email, mobile phone messaging etc.)
- seek to achieve competence in the role and a rigorous understanding of the JCQ regulations

Invigilators must:

- confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed.
- 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.

The Invigilator will report to the Examinations Officer. The hourly pay rate for the role is £18.75 per hour (inclusive of holiday pay). Hours of work will vary by negotiation and agreement, but will be required during the period between Monday 27th April – Friday 19th June 2026 (Excluding May half term).

The Trust offers some benefits to Invigilator staff during their employment, this includes free staff lunches; access to our Staff Lounge which offers free hot drinks, fruit and snacks; access to confidential counselling through our EAP, WeCare to access 24/7 online GP consultations, and access to our generous pension scheme if eligible.

Job Description: Invigilator

The invigilator will report to the Examinations Officer. The role of the invigilator 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.

Key Responsibilities

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Francis Holland Regent's Park regulations and instructions.
- To have a key role in upholding the integrity and security of the external examination/assessment process.

Before Examinations:

- Report to and be briefed by the exams officer 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 examination conditions.
- Give full attention to conducting the examinations properly.
- Identify candidates and seat candidates according to the required arrangements.
- Distribute the correct question papers and exam materials to candidates.
- Instruct candidates in the conduct of their exams.
- Deal with candidate questions.
- Start exams.

During Examinations:

- Supervise and observe candidates at all times and be vigilant throughout examinations.
- Keep disruption in examination rooms to a minimum.
- Deal with emergencies or irregularities effectively.
- Record/report any incidents, disruption or irregularities.
- Complete attendance registers.
- Deal with candidate questions according to the regulations.

After Examinations:

- Instruct candidates in finishing their examinations and collect examination scripts and materials.
- Dismiss candidates from the examination room.
- Check candidates' names on scripts, match the details on the attendance register.
- Securely return all examination scripts and materials to the exams officer.

Other Tasks:

- Undertake training, update and review sessions as required.
- Prior to invigilating any external examination in a new academic year, undertake relevant online invigilator training and assessment for that academic year.
- Undertake, where required and where able, other duties requested by the exams officer, for example:
 - centre supervision of examination timetable clash candidates between examination sessions.
 - facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided).
 - other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check.'

Role Expectations

Detailed below are the main professional requirements expected of all staff at the Francis Holland Schools Trust:

- promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact;
- to act in accordance with the aims, policies and procedures of the School and department;
- to foster a disciplined and stimulating learning environment and to encourage enthusiasm for learning, and understanding of the subject;
- to be responsive to the needs of individual girls and to liaise with the Special Needs Co-ordinator and other staff with specific requirements when necessary;
- to be punctual and to meet deadlines;
- to attend staff and departmental meetings when in school, and to contribute as appropriate to administration and development;
- to take pastoral responsibility as appropriate;
- to follow Health and Safety procedures;
- to foster good relations within the School community;
- to carry out any other responsibilities which may be reasonably be required or delegated by your line manager.

Job Application

Interested candidates are invited to submit an application via My New Term. The closing date for applications is **8am on Monday 23 February 2026** with first stage interviews being held that week. Early applications are encouraged and will be considered as they are received. The school reserves the right to appoint at any stage. Please note successful candidates will be invited for training prior to starting employment in April 2026.

Francis Holland Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo our safer recruitment checks and child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). This role is classed as regulated activity with children as it involves teaching, training or supervising children on a day-to-day basis and is exempt from the Rehabilitation of Offenders Act, 1974. Francis Holland Schools Trust champions diversity and inclusion in the workplace and strongly encourages applications from all sections of the community.

Registered Charity: 312745