

Lead Exam Invigilator

Information Pack
[June 2026]

Dear Applicant

Thank you for showing an interest in a role at Kingsdown School, we have much to offer at this exciting stage in our journey. Every member of our team, from our inspiring teachers and dedicated support staff to our dynamic middle and senior leaders all share an immense sense of accomplishment in what we've built for our community over the past five years. And our students, in turn, are extremely proud to call Kingsdown their school.

By becoming part of our Kingsdown family, you will join a team that doesn't just work together but a team who deeply and genuinely cares. We know that staff and students thrive in a 'healthy work culture' and the wellbeing of staff and student outcomes is inextricably linked. We are committed to providing the best working and learning environment for all. The RLT embodies a staff charter and strong values, we uphold these values and commitments, and further build on these with our Wellbeing Strategy, this is evidenced in our recent staff survey where colleagues' wellbeing support is rated 29% higher than the national average.

Our education support staff are absolutely pivotal in shaping the Kingsdown experience for our students, compassionately unlocking student potential, fostering a sense of belonging and guiding them through their personal growth journey, we are looking for authentic, creative and inspiring colleagues that add value to our school community.

In return, our colleagues benefit from a wide variety of support including encouraged professional development opportunities, exceptional wellbeing support, free access to our gym and an excellent pension scheme. Each journey with us begins with a personalised induction programme that allows for new colleagues to feel supported, connected, welcomed and ready to make an impact from the moment you join.

Please take a moment to look at our website www.kingsdownschool.co.uk to see what we are all about, here you will learn more about our vision - the Wheel of Excellence, understand the values we uphold; Respectful relationships, Everyone Learning and a Commitment to Excellence, and see why our mission is to champion each and every student.

In the meantime, I thank you for taking the time and interest in Kingsdown School and look forward to hearing from you and hopefully meeting you soon.

With best wishes



Emma Leigh Bennett
Headteacher

The River Learning Trust and Kingsdown School are committed to safeguarding and promoting the welfare of all children and preventing extremism. The Trust is required to conduct a variety of checks and online searches about you as part of their recruitment process in accordance with Keeping Children Safe in Education guidance. It is an offence to apply for certain roles within schools if you are barred from engaging in regulated activity relevant to children.

For all RLT Safer Recruitment Documentation candidates should click on the following link [RLT Safer Recruitment Documents for Candidates](#). Please see our website for up to date policies including our Child Protection and Behaviour Policies.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. For further guidance for applicants click on this link: [list of offences that are not filtered](#)

www.kingsdownschool.co.uk
We champion each and every student

Lead Exam Invigilator

Role specific information

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| Start date: | September 2026 |
| Closing date: | Wednesday 24 th June, 9.00am |
| Shortlisting date: | Wednesday 24 th June |
| Interview date: | To be confirmed |
| Contract: | Casual |
| Working hours: | Casual |
| Working pattern: | Exam periods and includes attendance of team meetings and training events |
| Salary Range: | £13.69 (pending pay award) plus 12.07% holiday pay |

A flexible, rewarding opportunity to support our invigilation team in a supervisory role, providing guidance and essential coordination during the school's examination cycles.

Why this role matters: As a Lead Exam Invigilator, you do more than supervise an exam hall—you orchestrate it. By supporting a team of invigilators and providing key administrative backing to the Exams & Cover Manager, you ensure that Kingsdown School remains fully compliant with legal regulations while maintaining a reassuring environment for our students.

Key Responsibilities: Working casually as a senior presence within our examinations team, your key responsibilities will include:

- **Team Leadership & Monitoring:** Supporting, guiding, and providing a positive monitoring influence over our team of invigilators.
- **Venue Coordination:** Supervising the physical setup of exam rooms to strict Exam Board requirements, ensuring layout plans are executed seamlessly.
- **Session Management:** Directing the orderly entry of students into the hall, issuing clear start-of-exam instructions to candidates (including exam duration, regulations, and erratum notices), and officially starting the examination.
- **Compliance & Oversight:** Closely tracking, enforcing, and ensuring the entire team adheres to the official 'Instructions for the Conduct of Examinations'.
- **Access Arrangements:** Taking responsibility for specialised invigilation requirements, including acting as a scribe or reader for individual students when needed.
- **Administrative Support:** Providing trusted administrative assistance to the Exams & Cover Manager to guarantee the smooth running of the overall examination operation.

What You'll Bring (Knowledge & Experience): We are seeking an organised, confident, and reliable individual who possesses:

- Previous experience within an examination environment (highly desirable) and the capacity to lead others.
- Clear, effective oral and written communication skills to deliver instructions firmly and warmly to large groups of students.
- Excellent interpersonal skills and the ability to maintain a calm, authoritative, and reassuring presence under pressure.
- High levels of numeracy, literacy, and absolute punctuality.
- A flexible approach to a dynamic school environment, alongside a strong understanding of equal opportunities and SEND access arrangements.

The "Why Us" Difference

- **True Flexibility:** Ideal for individuals seeking casual work that fits around other life, retirement, or study commitments.
- **Full Training Provided:** We will fully prepare you for the role with structured training meetings.
- **A Supportive Environment:** Work alongside a collaborative school team (including the SEND and Exams departments) who value your time and contribution.

For more details, please see the Job Description below. If you would like to know more about this opportunity, or to arrange visit or a call please contact recruitment@kingsdownschool.co.uk

This role includes regulated activity relevant to children.

Kingsdown School and the River Learning Trust

By joining our Kingsdown family you will join a team who genuinely cares and champions each and every student and each and every member of the Kingsdown team.

At Kingsdown, we know that staff and students thrive in a 'healthy work culture' and the wellbeing of staff and student outcomes is inextricably linked. We are committed to providing the best working and learning environment for all. The RLT has a staff charter and strong values, we uphold these values and commitments, and further build on these with our Wellbeing Strategy.

One of the core values of the RLT is that 'everyone is learning' and at Kingsdown we ensure each person has the personalised CPLD that they deserve. We do this through a variety of programmes that allows all staff to take a lead on their own professional development, with the support of colleagues within the school. We are also very excited to be launching our coaching model this year, to allow staff the opportunity to be coached and develop their teaching practice further, whatever stage of their career they are in. High quality CPLD and training are an integral part of our meeting schedule and time is given to curriculum teams to collaborate and learn from each other. Alongside this we have a personalised induction programme that allows for new staff members to join us feeling supported and welcomed from day one.

Education has the power to change lives, communities and society for the better. At RLT we believe that we can achieve more for our pupils, trainees, staff and communities by working together rather than alone. Schools in RLT are united by a common belief in the benefits of working together, and by our commitment to shared principles.

OUR VISION is for our schools and SCITT to improve rapidly, continuously and sustainably: to be better faster together.

OUR 'WHY?' is that children and young people 'only get one go' in school and therefore as part of RLT we aim to ensure the best possible 'go' for our pupils.

OUR 'HOW?' is through the highest support and challenge for our schools and each other, underpinned by our principles.

Our employees benefit from a wide variety of support including extensive continuing professional learning and development opportunities, wellbeing and staff networks and access to Defined Benefit Pension Schemes (TPS and LGPS) for all staff. For more information on what it is like to work for the Trust, and the benefits you could access, please see our "[Working in RLT](#)" guide.

| KINGSDOWN SCHOOL JOB DESCRIPTION | | |
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| Job Title: Lead Examination Invigilator | Grade/ Level: G5 Point 7 + holiday allowance | Post Number: AO1762 |
| | Job Family: Administration Other | Date Prepared: 14 th January 2015 Date Reviewed: 4 th December 2019 |
| Role reports to (Job Title): Exams & Cover Manager | | |
| Job Purpose: To supervise individual and / or groups of students undertaking school examinations in accordance with the legal and school requirements. To provide administration support to the Exams & Cover Manager and monitoring influence over the team of external/internal invigilators. | | |
| Key Responsibilities: <ol style="list-style-type: none"> 1. Support a team of exam invigilators 2. Supervise the setting up of exam rooms to Exam Board requirements 3. Responsibility for special invigilation requirements e.g. acting as scribe 4. To ensure that students enter the exam hall in an orderly fashion, in accordance with regulations and to minimise delays to the start of the exams 5. If necessary, to issue instructions to candidates at the beginning of the exam (e.g. regarding exam duration, any erratum notices, reminders of regulations etc) and start off the exam, ensuring that all candidates are aware of the rules and tasks. | | |
| Day-to-day operation of examination venues. This activity may include: <ul style="list-style-type: none"> • To assist the Exams & Cover Manager in the smooth and efficient administration and running of examinations; • Closely following and enforcing the school and exam board procedures and regulations; including being familiar with the 'Instructions for the Conduct of Examinations' as provided by the Examination Boards; • Assisting with setting up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures, which can include early mornings; • Assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues; • Supervise all aspects of the exam and remaining vigilant throughout; • Ensuring that candidates do not talk once inside examination venues; • Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with procedures; • Checking attendance during examinations; • Recording details of late arrivals and early leavers and collecting scripts from early leavers; • Escorting candidates from venues during the examination as required and supervising candidates whilst outside examination venues; • Escorting candidates on toilet breaks ensuring no unauthorised material is consulted and that examination regulations are observed at all times; • To ensure that any minor behaviour issues are dealt with in line with school policy and that any breaches of Examination Code of Conduct are reported to the Exams & Cover Manager immediately; • Collecting, collating and delivering scripts at the end of the examination in accordance with strict procedures; | | |

- Supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner.
- To provide training and support for new Invigilators

Other examination processes. This activity may include:

- Assisting with the packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues as appropriate.

Supervision and Management:

The job holder does not line manage staff but is responsible for support of a team of invigilators.

Knowledge and Experience:

Effective oral communication skills in English
 Effective writing skills in English
 Punctuality
 Numeracy
 Good interpersonal skills
 Ability to work effectively as part of a team
 Common sense and fast thinking
 Ability to relate to staff and students
 Ability and willingness upon occasion to carry out some manual lifting of examination stationery
 An understanding of equal opportunities including SEN
 An understanding of examination processes

Decision Making:

There are clearly defined rules and procedures but within these there are choices e.g. the job holder will need to make decisions when there are crises that disturb the organisation of exams.
 Limited as complying with policies, procedures and regulations.

Contacts and Relationships:

Staff
 Students
 Exams & Cover Manager

Creativity and Innovation:

The jobholder will need creative skills to deal with routine problems.
 Accurate record keeping

Emotional Demands:

Work with colleagues and students to tight timescales.

In accordance with the provisions of the Data Protection Act 1998, jobholders should take reasonable care to ensure that personal data is not disclosed outside Schools procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the School's written procedures.

To comply with the School's Policies.

This job description is current at the date shown, but, in consultation with the post holder, may be changed to reflect or anticipate changes in the job commensurate with the grade and post title.

The school will endeavour to make any necessary reasonable adjustments to the job and/or the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Kingsdown School and The River Learning Trust are committed to safeguarding and promoting the welfare of children and young persons: all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (one from current/latest employer) and evidence of the formal qualifications required for the role.

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| Employee Signature: | |
| Print Name: | Date |
| Line Manager's Signature | |
| Print Name: | Date: |