



THE KING'S SCHOOL
CHESTER

Exam Invigilator Applicant information



Discovering the *world*



Igniting *curiosity*



Seizing *opportunity*



Becoming *exceptional*

EVERY OPPORTUNITY. ENDLESS POSSIBILITIES.

About us

King's is an academically selective, co-educational independent school originally founded in 1541. Almost 500 years later, King's is a thriving, and forward-thinking school of 1170 pupils, considered to be one of the very best of its kind in the country.

Further information about the school can be found on our website: www.kingschester.co.uk

THE ROLE AND OPPORTUNITY

We are seeking reliable and professional **Exams Invigilators** to join our team and help ensure the smooth running of our internal and external examinations.

This is an important role where your attention to detail and ability to maintain an ideal exam environment will help give students the best possible conditions to perform at their full potential.



Main Duties and Responsibilities

Before the examination

- Ensuring the exam room meets JCQ requirements (e.g., visible clock, required notices displayed).
- Verifying or assisting with the creation of seating plans.
- Preparing the examination room and materials as instructed.

During the examination

- Issuing and collecting exam scripts.
- Supervising pupils throughout the examination.
- Responding to reasonable pupil queries in line with JCQ guidance.
- Providing additional paper or materials correctly and only when permitted.
- Maintaining a calm, quiet, and orderly environment in the exam room.
- Following any special instructions (e.g., pausing audio, managing specific access arrangements).
- Ensuring Exam Access Arrangements are correctly implemented (e.g., extra time, coloured scripts, use of word processors).
- Recording any incidents or irregularities that occur.
- Contacting the Exams Officer or medical staff in case of emergencies.



After the examination

- Collecting and organising all scripts and materials.
- Ensuring exam conditions remain in place until all papers are collected and secured.

Ongoing responsibilities

- Maintaining up-to-date knowledge of the JCQ Instructions for Conducting Examinations.
- Attending required training sessions.
- Keeping in regular contact with the school on a 3-month basis.

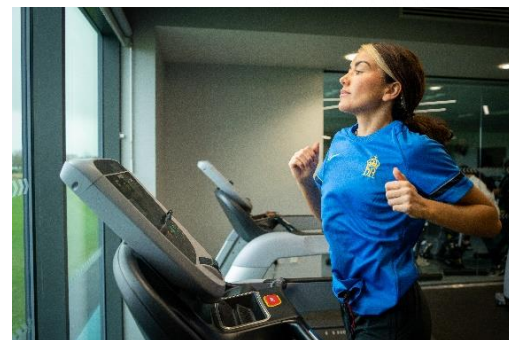
Requirements

Person Specification

- **Ability to Quality assure all elements under responsibility**
- Comfortable working within a school environment and engaging with both children and adults.
- Excellent interpersonal and communication skills.
- Ability to respond swiftly and calmly to unexpected issues.
- Strong organisational and forward-planning skills.
- High attention to detail.
- Reliable, honest, and trustworthy, with the ability to maintain strict confidentiality and keep **information secure**
- Punctual and dependable.



SALARY AND BENEFITS



Pay: £16.52 per hour

Ad-hoc hours during examination periods: **Internal exams: November, March**
External exams: May–June

- Free staff lunch on the days you work, during term time
- Scottish Widows Group Personal Pension Plan
 - Personalised industry expert pension advice
 - 3 x death in service Benefit
- Fee remission, where applicable
- Free use of the school gym and swimming pool
- A suite of termly staff celebrations and wellbeing initiatives
- Topical health and wellbeing advice
- Employee assistance programmes to support you personally and professionally
- Discounted group private health with BUPA
- Optical support
- A comprehensive further study programme
- Access to a cycle to work scheme
- Access to a salary sacrifice electric car scheme
- Free access to school library and online resources.
- Invites to parenting webinars on key topics
- Free access to school productions, speakers and events
- Free onsite car parking

THE PROCESS

Candidates for this post should apply via the TES website by **13th March 2026** or send completed application forms to recruitment@kingschester.co.uk

A curriculum vitae will **not** be accepted in place of the completed application form.

Interviews will be held Friday 20th March 2026

The HR Coordinator, Amie Beaumont, is available to discuss the role informally with prospective candidates and can be contacted via alb@kingschester.co.uk or 01244 689 496

This job description does not define in detail all responsibilities and the responsibilities and activities in the job description may be varied to meet the changing demands of the school at the direction of the hiring manager.

The role is deemed to be in regulated activity with a high level of contact and responsibility for children on a day to day basis.

We take pride in our outstanding reputation, and we know this is built largely on the excellent commitment and wide-ranging abilities of our staff. We are committed to promoting a diverse and inclusive workforce and we strongly encourage candidates from all different backgrounds to apply.

IMPORTANT - The King's School is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. All offers of employment are required to undertake screening relevant to the post, including checks with past employers and the Enhanced DBS check. In line with our commitments to safeguarding, the King's School uses preferred agencies and is unable to work with any agencies where Terms of Business have not been agreed by both parties prior to an engagement.

Our Child Protection and Safeguarding policy can be found on our School Website.





RECRUITMENT GUIDANCE NOTES

TERMS OF APPOINTMENT

Under the Department of Education's Keeping Children Safe in Education (KCSIE) Regulations we have a legal duty to undertake the following safer recruitment checks. Therefore, any appointment will be subject to the following:

EMPLOYMENT CHECKS

- **Application Form:** All candidates must complete our application form to be considered for a job. You must list your employment history from the date you left full-time education and give details of any employment gaps. Note: CVs alone are not accepted.
- **References:** To assess candidates' suitability, we shall request at least two references, one of which must be your current or most recent employer. Please ensure you provide all details requested for each referee on the application form.
- **Right to work in the UK:** If you are invited to attend an interview you will be asked to bring three forms of identification with you to confirm your right to work in the UK (this will be used to apply for your DBS if successful). Examples of acceptable forms of ID are detailed in your invite to interview email.
- **Evidence of qualifications:** If you are invited to attend an interview you will be asked to bring evidence of the qualifications listed on your application form.
- **Medical Fitness:** If successfully appointed, you will be asked to complete a medical questionnaire and signed declaration of medical fitness to work. The School reserves the right to require you to undergo a medical examination if it deems this necessary which would normally involve seeking your consent for a referral to occupational health.
- **DBS Disclosure and other checks:** If you have ever been convicted of a criminal offence, bound over or cautioned, you must read carefully the section of the application form headed criminal convictions. The appointment is subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) Certificate.
In addition we will check for any prohibitions, sanctions and restrictions that might prevent candidates from working with children or young people, or taking part in certain activities or working in specific positions. **It is a criminal offence for a person to apply to work with children if they are barred from doing so.**
- **Overseas check:** If you have spent time abroad for 3 months or more in the last 5 years you will be required to obtain an overseas check from that country. It is the candidate's responsibility to obtain this, however, the school will support the successful candidate through this process.
- **Online Searches:** An online search for all candidates shortlisted for interview will be conducted.