



Appointment of

Exam Invigilator

Part time, Casual

Information for Applicants

Letter from the Head

Dear Applicant

Thank you very much for your interest in becoming an Exam Invigilator here at Alleyn's. I am delighted that you are considering it and I hope to give you a sense of our school and why it is such a wonderful place to work! Our ROCCK values (Respect, Opportunity, Curiosity, Courage, Kindness) will also tell you what we are seeking to achieve here.

So, why Alleyn's? I started as Head here in January 2021, so I feel in a good position to help you answer that question, having asked it myself a few short years ago! You'll know, from our website, most of the key facts. We are an academic, co-educational through-school; our Junior School is also on our site and we love the fact that many of our pupils learn here from 4–18. We are situated in an inspiring leafy part of SE London, on a beautiful and well-resourced site with the City of London twinkling enticingly on the horizon, just about four miles away.

As one of the three Dulwich Foundation Schools, Alleyn's is part of a historic foundation which has been educating young people for 400 years. Our namesake and founder, Edward Alleyn, was one of the great Elizabethan players, and playful academic exploration and discovery is something we very much welcome here. I won't go into the less reputable activities he was famous for, but as well as acting, Edward Alleyn was also a philanthropist and a philosopher. His "College of God's gift" was established to change the lives of children – initially "12 poor scholars". It is rather wonderful that the original 12 has grown into our large, thriving community of more than a thousand children. Alleyn's has been honouring the founder's legacy, as one of this country's leading co-educational schools, for generations.

We are very over-subscribed and entrance to the school is intensely competitive. Our pupils are gifted and ambitious and, unsurprisingly, they do extremely well in exams. I can't pretend that we are not proud of our pupils' results; we are, of course, but they are a by-product of an Alleyn's education, not the reason for it. The 'outcomes' we most care about are the incredible young men and young women who leave us. They are engaging, grounded, passionate and interesting individuals, who cross the stage at graduation, aware of who they are and what they care about and very ready to go out into the world and make it better. We're not the only people who think this; we loved Tatler's take on it in their Schools Guide this September: "If you're looking for the epicentre of forward-thinking education, here it is" they said, quoting a recent visitor to the school, 'the school is "dynamic, diverse and thinking in the future tense."'

The really lovely staff/pupil relationships here are critical and they underpin all we do. The strength of the relationships was one of the things people told me about before I started at the school and the other thing was how delightful Alleyn's pupils are. And they were right on both counts! Our students are grounded, engaged and enormous fun; they wear their talents lightly, they support each other, they are often impassioned and keen to fight for important causes and they are (mostly!) very engaged by the adventure of learning. They also make us laugh a great deal (you can see lots of evidence of all of this in our latest ISI report - do have a look at the highlights online).

Pretty much all of our pupils are involved in the co-curricular life of the school and in our partnership and outreach programmes. This matters to us and we do ask all our teaching staff to play an active part in the co-curricular and enrichment programmes partly because so much of the fun and friendship here stems from this. Equally, of course, most staff will play a role in the pastoral care and education which is delivered through Year Groups, School Sections and Houses. The Outreach programmes at Alleyn's are a big part of who we are and a critical part of an education here.

I hope this summary has been helpful and that you feel excited by this opportunity and keen to apply. If perhaps you are thinking that a historic, academically selective independent school might be a bit daunting or might not be the right place for you, can I urge you to reconsider this? We are emphatically not a 'one-size-fits-all' community and we take great pride and delight in individual differences and the successes these bring. And of course, our pupils benefit from seeing a varied team of adults working together successfully and happily as part of a diverse and inspiring team. If you join us, we hope that you will quickly feel part of the school community and we will warmly encourage you to make the most of the many opportunities for personal and professional development on offer.

I also very much hope that you will be able to get a sense of the energy and fun at the heart of our school during this recruitment process. The informality, the warmth and the unpretentious approach at Alleyn's really is infectious and I hope you will feel it, as I did, the moment you walk through the doors. There is nothing entitled, stuffy or pompous about this school. And we really hope that you will enjoy getting to know us a little bit.

May I wish you the very best of luck.

Yours faithfully,



Mrs Jane Lunnon
The Head



About The Role

At Alleyn's, our invigilation team plays an essential role in ensuring that public examinations are conducted smoothly, securely, and in line with regulations. Invigilators uphold the integrity of the exam process while supporting both students and staff throughout the exam season.

We are seeking individuals who are responsible, reliable, and punctual, with the ability to maintain a calm and focused environment during examinations. Strong attention to detail and a thorough understanding of procedures are key, along with excellent communication skills to provide clear guidance and respond appropriately to any issues.

Flexibility and availability during the main exam season (May/June) are essential, with the ability to cover both morning and afternoon exam sessions as required. Candidates should demonstrate professionalism, respect for student confidentiality, and a commitment to safeguarding. Full training will be provided.

The aims and requirements of the role are to:

- Fulfil the duties delegated by the Examinations Officer or their Deputy, primarily the invigilation of public examinations.
- Read and be able to demonstrate knowledge and understanding of the Joint Council for Qualifications (JCQ) Instructions for Conducting Examinations relevant to Invigilation. (Full training provided)
- Ensure that the school meets and satisfies all JCQ guidelines and rules for public examinations.
- Ensure that a correct and appropriate working environment is maintained in accordance with the JCQ invigilator checklist provided to all staff.
- Be punctual and present for every designated invigilation session, and if working both sessions in a day be available over lunchtime in order to assist with students who are held incommunicado.
- Be aware of and react proactively to any disturbances or problems in the examination room or area.
- Be available for work, for four whole days of each week, for the majority of the main exam season (May/June), giving advance notice of periods of time when unavailable.
- Attend a training session which will include a general briefing along with some more detailed scenario and case study training. An invigilator handbook will be distributed after this training day.
- Be aware of and act within the school's Health & Safety Policy.
- In conjunction with all staff of the school, support, promote and act within the school's policies and practices about data protection.
- Promote the school's eco-agenda and ensure all work is carried out with a view to reducing waste and protecting our environment.
- In conjunction with all staff of the school, support, promote and act within the school's Safeguarding Policy.
- Carry out any additional duties, as directed by the Examinations Officer or their Deputy which are within the reasonable capability and responsibility of the Exam Invigilator.

Line Management

The Exam Invigilator will be managed by the Examinations Officer. The role holder has free access to the Chief Operating Officer who is ultimately responsible for operational staff.

Our Values (the Alleyn's ROCCK!)

Respect
Opportunity
Curiosity
Courage
Kindness

Person Specification

Our invigilation team plays a vital role in ensuring the smooth and secure running of public examinations. We are looking for individuals who meet the following criteria:

Qualifications and Experience:

- Prior experience working in schools or exam environments is desirable but not essential.

Skills:

- Basic ICT proficiency, including the ability to use email, internet browsers, and Microsoft Word.
- Willingness to use Microsoft Teams and Sling (training will be provided).
- Strong organisational and time management skills, with a commitment to punctuality and reliability.
- Excellent attention to detail, ensuring accuracy in following procedures and identifying discrepancies.
- Ability to remain calm, focused, and professional in high-pressure environment.
- Clear and effective communication skills, with the ability to give instructions and respond appropriately to student queries.
- Discretion and respect for confidentiality, particularly regarding student information and examination materials

Personal Attributes:

- Personable and welcoming, with a warm and professional manner in all interactions.
- Commitment to safeguarding and promoting the welfare of children and promoting the school's values.
- A flexible team player, willing to collaborate with colleagues and adapt to changing schedules or requirements.
- Willingness to attend a mandatory training session prior to the exam season.
- Available for four days per week during the main exam season (April to June), including both morning and afternoon sessions.



Working at Alleyn's

Terms and Conditions

The job is available on a part time casual basis. Most of the invigilation work is during the months of May and June, but there are exams at other times of the academic year. An invigilating day is split into two sessions, morning and afternoon, and the salary for each session is £50.

The school offers additional benefits to its staff, including an employee assistance programme, lunches and other refreshments, the use of school facilities including the swimming pool and gym, access to the library, free tickets to school performances, and discounts with local businesses.

On completion of the required recruitment checks, the post would be available to the successful candidate with immediate effect or at the completion of their due term of notice.

Commitment to Safeguarding

We are fully committed to providing a safe environment for children, staff and visitors. We promote a climate where anyone in the community can freely share their concerns about themselves, or others, in terms of individual safety and well-being. We protect the interests of the children at Alleyn's through awareness among all members of staff of the kinds of issues of abuse, maltreatment and neglect that would impair a pupil's health or development. In this way, Alleyn's supports its pupils' development by fostering security, confidence and independence.

We provide an environment in which children and young people feel safe, secure, valued and respected, and know how to approach adults if they or those whom they know are in difficulties, with the assurance that they will be listened to. Everyone in the staff community at Alleyn's takes responsibility for safeguarding, and we always aim to act in the best interests of the child.



Arrangements for the Appointment

Applications

Further information about how to apply can be found on our website, www.alleyns.org.uk/jobs.

The deadline for applications is **midnight on Wednesday 5 November 2025**.

If you have any questions, you are very welcome to contact the HR Department, by email at Jobs@alleyns.org.uk or by phone on 020 8613 5016.

Interviews and Appointment

Interviews will be conducted at the School. This will consist of interviews with relevant colleagues including the Deputy Head (Academic), the Examinations Officer and the Examinations and Assessment Coordinator. There will also be an opportunity to meet with other relevant staff.

Safeguarding Checks

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced DBS check.

Equal Opportunities

As an Equal Opportunities employer we welcome applications from all applicants who meet the requirements for the position. However we are especially keen to receive applications from those in minority groups for which the School is currently underrepresented. We celebrate diversity and thrive on the benefits it brings.

