



The Royal School

Wolverhampton



**CANDIDATE INFORMATION PACK
EXAM INVIGILATOR
THE ROYAL SCHOOL WOLVERHAMPTON
START DATE MAY 2026**



WELCOME MESSAGE FROM OUR PRINCIPAL



Dear Candidate,

Thank you for your interest in the post here at The Royal School, Wolverhampton. We are keen to make sure you have a clear sense of our journey so far, and the direction we are heading, as you consider whether this is the right school for you.

The Royal is shaped by a distinctive heritage; a long-standing commitment to academic excellence and character education; and a strong civic mission rooted in inclusion and opportunity. Our work is values-led and purpose-driven: widening access, strengthening belonging, and enabling every young person to thrive and achieve their best.

The Royal School, Wolverhampton is a non-selective, co-educational, all-through day and state boarding school for pupils aged 4–19, serving Wolverhampton and the surrounding area. Through our boarding provision, pupils also join us from across the world, bringing a wider national and international perspective that enriches school life for everyone. Alongside a strong academic curriculum, we place real emphasis on wider learning—sport, music, the arts, clubs, leadership and service—so that pupils develop confidence, character, and the ambition to succeed locally, nationally and internationally.

We are privileged to have the support of our Patron, HRH The Duke of Edinburgh, and we are entering an exciting phase of development, including planned redevelopment of all of our facilities and learning environment starting later this year.

We welcome your application to be part of our community and would be delighted to invite you to visit and see the school in action, or to call us to talk the role through.



A handwritten signature in blue ink, appearing to read 'Tom Macdonald'.

Mr Tom Macdonald
Principal

Job Description:



Job Title:	Exam Invigilator
Accountable to:	Examinations officer & Vice Principal – Curriculum, learning and
Terms of employment:	teaching Part time, for exam period, zero hours,By negotiation and agreement during summer exam season and internal mock exam season. Starting at 8:30 to prepare for 09:00 exam start in the AM session. Then PM session is 12:30 for preparation of 13:00 exams start. Monday to Friday on a rota basis,
Start Date:	May 2026
Salary:	Grade 2 £12.21 per hour

The Royal School are seeking reliable, observant and professional Exam Invigilators to join our team and support the smooth running of exam sessions. This role is essential in ensuring a calm, fair and well-organised environment where students can perform at their best. If you are confident, attentive to detail, and able to follow procedures accurately, we'd love to hear from you.

Key Responsibilities

- To ensure that students sitting public exams and preparing for public exams do so in an atmosphere that allows optimum performance and preserves the integrity of the examination process.
- To join a pool of Exam Invigilators with responsibility for ensuring that all examinations are conducted in accordance with JCQ Examination Procedures.
- This is a seasonal post with external exams taking place mainly during May and June, with additional requirement in November and January for vocational qualifications. Internal mock exams run periodically throughout the year. The work is allocated on a rota basis throughout the team according to your availability and school needs
- Experience of invigilation is not required as training in the role and duties of an invigilator will be provided
- Invigilators are required to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them
- Invigilators are required to confirm their availability in advance of main exam periods and satisfactorily complete statutory and school training
- Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times

Main Responsibilities



- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and The Royal School regulations and instructions
- To have a key role in upholding the integrity and security of the examination/assessment process
- To undertake training, update and review sessions as required
- Prior to invigilating any exam in a new academic year, undertake relevant online invigilator training and assessment for that academic year

Before exams

- 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 in good time
- Admit candidates into exam rooms under formal exam conditions
- 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
- Ensure clocks standardised and information boards accurate and visible to all.

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
- Complete attendance registers
- Deal with candidate questions according to the regulations
- Manage late arrivals in accordance with exam regulations

After exams

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



Other tasks

- **Undertake, where required and where able, other duties requested by the exams officer, for example:**
- **Centre supervision of exam timetable clash candidates between exam 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'**
- **Be aware of and comply with policies and procedures relating to child protection matters, security and confidentiality**
- **Be aware of school evacuation policy in the event of an emergency**
- **Be aware of and co-operate with the school in all matters relating to Health and Safety procedures**
- **Undertake such duties as may from time to time be reasonably assigned by the Community Facilities Manager and School Principal.**

In order to deliver the service effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post.

Exam Invigilator Person Specification



Education, Qualifications & Experience

Attribute	Essential	Desirable
Experience relevant to post		✓
Competencies and special aptitudes		
Ability to communicate effectively with staff, students and external bodies.	✓	
Ability to remain calm and respond positively to pressurised situations.	✓	
Ability to work as part of a team.	✓	

Exam Invigilator Person Specification



Competencies and special aptitudes

Attribute	Essential	Desirable
Ability to work with minimal supervision.	✓	
Ability to undertake work with a high degree of accuracy and with attention to detail.	✓	
Be reliable, flexible and readily available during main exam periods	✓	
Have effective communication skills and good interpersonal skills	✓	
Be confident and a reassuring presence to candidates in exam rooms	✓	
Be able to give instructions and manage situations involving different groups of people	✓	

Exam Invigilator Person Specification



Job requirements

Attribute	Essential	Desirable
Maintenance of high levels of reliability and punctuality.	✓	
A clear understanding of and commitment to the principles of Equal Opportunities	✓	
Have basic IT skills (familiar with use of email, mobile phone messaging etc.)	✓	



Ethos



- A values-led culture that blends the Royal’s heritage with a modern, outward-facing ambition: to help every young person and adult in our community to “Be Extraordinary.”
- Excellence and breadth across the curriculum, with strong opportunities to flourish in the arts, sport, STEM and academic study, so that pupils can find and develop their individual strengths.
- A rich co-curricular and enrichment offer, delivered through our extended day and wider experiences programme—sport, music, performance, clubs, leadership and service—building cultural capital, confidence and life skills that strengthen academic success.
- An inclusive all-through community (4–19) with vertical House structures and strong pastoral and wraparound care, ensuring pupils joining at any phase are known well, supported thoughtfully and challenged to meet ambitious, personalised goals.
- A distinctive day and state boarding community that strengthens belonging, independence and personal responsibility, supported by positive relationships, alumni connection and meaningful engagement with Wolverhampton and the wider region.
- A shared belief—staff, pupils and families—that learning and character development open doors, and that education is most powerful when it combines knowledge with wisdom, purpose and service.
- A commitment to staff wellbeing and morale, with a culture that supports sustainable workload, encourages colleagues to take a “family first” approach, and values kindness, teamwork and professional trust.
- A unique setting in the heart of Wolverhampton—rooted in the city and serving local families—while our boarding dimension brings a wider national and international perspective that enriches school life for all.



RESPECT

The respect we have for one another can be seen in the diversity of our community and the acceptance of all pupils, staff and families for who they are. Respect is seen in the exemplary behaviour of our pupils and the care given to them by our staff.

TRUST

All success is founded on taking the first step into the unknown. We support our community to take risks and encourage them to develop the skills they need to be resilient. We aim to nurture their love of risk so they keep that excitement throughout their whole lives.

COMMUNITY

We truly feel like a 'Royal Family'. We welcome families, pupils and staff into our community and encourage everyone to play an active part in building strong links to our school. We provide opportunities through events such as Founders' Day and Prize Day.

INITIATIVE

Initiative and independent learning is built into our curriculum and encouraged through our extended day provision. We encourage our pupils to solve problems themselves and work hard to give them the tools to do so.

RISK

At The Royal School, our pupils take pride in being trustworthy learners. As a school, we trust our teachers to support all pupils in their learning and personal development. This trust is seen in the outstanding curriculum that is delivered every day, and the range of experiences on offer.





We have a range of strategies to help our pupils achieve success at whatever point they join us in their educational journey. They are:

- The strong ethos of the school.
- The opportunities provided through an 'all-through' approach.
- The provision of exceptional age-related pastoral care.
- Our extended day and Enrichment Programme

Such strategies have been evidenced through a range of recent national studies as having maximum impact on the motivation, self-esteem, and attainment of those pupils at greatest disadvantage.

Excellence for all: inspiring individuals to achieve their personal best and to compete and contribute as local and global citizens.



We build an aspirational culture through our senior mandatory and balanced co-curricular programme. Including:

- Combined Cadet Force (CCF) for all.
- Access to Excellence through the Elite Swimming Academy.
- Sports.
- Performing arts.
- Cultural, aesthetic, and intellectual development.

This encourages our pupils to become confident, resilient, caring, and enterprising individuals. Yet at the same time, they are trained to operate as leaders, mentors, and members of a team in the widest sense.



Our Boarding dimension helps us to:

- Enrich to our school and local community.
- Support our fundamental ethos of 'wrap around care' (which includes our 'day boarding', offering additional enrichment, targeted support and intervention, and supervised study sessions).
- This has also strengthened our care of children who attract Pupil Premium, Children who are Looked After (CLA) and any child experiencing a temporary difficulty in home circumstances because we have an on-going flexibility in supporting those most disadvantaged to succeed.



This leads to:

- Working constructively with the Local Authority in Wolverhampton, and more widely with Sandwell and Dudley in supporting CLA and pupils with a Statement of Need/SEND.
- Developing our role in broadening local choice and diversity, and simultaneously raising aspirations and outcomes.
 - Being able to address the urgent demand for more local pupil places, at both primary and secondary.
 - Being able to provide a supportive community for vulnerable pupils, including, as recently requested, unaccompanied refugee children who would benefit from the boarding environment we offer.
- Being able to empower our pupils to grow, successfully challenge stereotypical assumptions and exceed their expectations within a nurturing, inclusive and culturally diverse community.



Benefits Of Working At The Royal

The Royal School offers significant benefits for its staff:

- Regular CPD programme and investment in training
- Staff laptop
- Cycle to work scheme
- Opportunities for you and your family to attend boarding activities e.g. parties, Alton Towers, visits to cities and museums
- Two additional weeks holiday compared to many schools (one week prior to Christmas, one week early in the summer)

The school's distinctive ethos and culture where a truly holistic view of the personal development of the child is central to all that we do. The wider 'enrichment' programme at this all-through 4-19 boarding and day school is essential and helps develop confident pupils well equipped for life beyond the school. All staff contribute to this extensive programme with their personal interests and to join in with existing activities.

Application process



Application Deadline	9am Friday 20th March
Interviews	Week commencing 27 th March 2026
Enquiries	sm@theroyal.school
Completed applications to:	HR lcallaway@theroyal.school

How to find The Royal School

By Car: Postcode WV3 0EG
By Rail: Wolverhampton Train Station is located at WV1 1LE.

The Local Area

The Royal primarily serves the local Wolverhampton area, as well as Shropshire, Staffordshire, and the greater West Midlands. We also maintain our long-established boarding culture and have 80 boarding places taken up by students from far and wide.

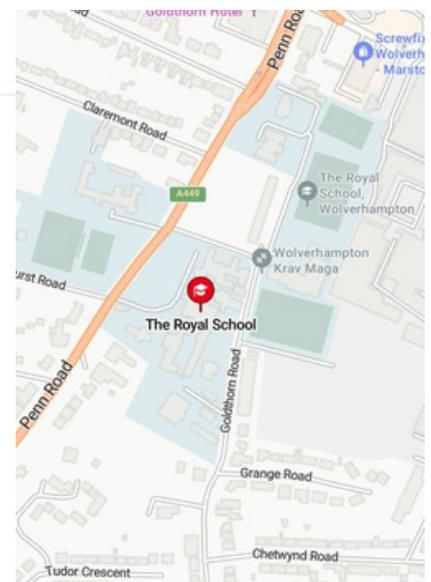
Wolverhampton is a vibrant city in the West Midlands, where you can enjoy a rich cultural and historical heritage.

Ideal for family days out to support learning visits can be made to Wolverhampton Art Gallery, Bantock House Museum Wightwick Manor.

The Halls, The Grand Theatre and Arena Theatre offer shows and entertainment.

Close to Baggeridge Country Park, West Park, The Wrekin, countryside is close to relax and enjoy walks.

Close transport links to Birmingham and Telford for more culture, shopping and a diverse selection of cuisine and entertainment.



THE ROYAL SCHOOL WOLVERHAMPTON |



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