



Lady Margaret School

Candidate Application Pack

Exam Invigilator



Letter from Headteacher



Dear Candidate,

Thank you for showing interest in the post of Exam Invigilator at Lady Margaret School.

Founded in 1917, Lady Margaret School has a proud and successful heritage in educating girls. We wish to appoint an Exam Invigilator to build on the great strengths of the school, maintaining the highest academic and behavioural standards, whilst adapting to the fast-changing educational landscape.

Lady Margaret School is a high performing school, as testified by its most recent 'Outstanding' Ofsted and SIAMS ratings. Our SIAMS Inspection in October 2023 noted the 'transformational' impact the school has and the School was graded 'Outstanding' in all categories in our Ofsted Inspection in November 2023. LMS was awarded 'London Comprehensive School of the Year' by The Sunday Times 'Parent Power' poll in 2023. Recent results at GCSE and A Level results are excellent and show extremely high levels of attainment and achievement for all students. We continue to offer a rich curriculum for all our students.

This post offers the chance to work with a committed and experienced staff as part of a talented learning community, supporting each other to develop an innovative and exciting curriculum. This is a unique opportunity to work in a school with a strong and proud heritage.

Thank you again for your interest in joining us.

Yours faithfully

A handwritten signature in black ink, reading 'Elisabeth Stevenson'. The signature is written in a cursive, flowing style. It is set against a light grey, textured rectangular background.

Elisabeth Stevenson

Headteacher



Exam Invigilator

£15.40 Per Hour (£13.74 per hour, plus 12.07% holiday pay)

We are delighted that you have taken an interest in our invigilator vacancy. This is an exciting opportunity to join a successful school with a friendly and supportive staff.

About the Role

We are seeking to appoint new candidates to join our team of Exam Invigilators to work on an 'as and when required' basis during our busy exam periods beginning this May and June. There may also be opportunities to invigilate during mock examinations throughout the year. The successful candidates will be calm, confident, dedicated, reliable and punctual, who must be able to work within clear guidelines and adhere to regulations. Candidates will be expected to assist in all aspects of the daily administration of examinations.

These vacancies are best suited to applicants who live in the local community and who are able to work flexibly and occasionally at short notice. Exam invigilators are required to be in school from 8am if working AM session or 1.00pm if working a PM session.

Full training will be given, which will consist of a mixture of face to face and online training.

About Lady Margaret School

Lady Margaret School is a Church of England academy for girls aged 11-18 situated on Parsons Green in Southwest London. Established in September 1917, there are approximately 780 girls on roll, with around 180 in the Sixth Form. It is an outstandingly successful school in welcoming girls of all academic abilities and ensuring that they achieve their full potential. Its success is based on a culture of high expectations and aspirations, excellent standards of teaching and a strong commitment to its Christian ethos. However, it remains an inclusive school and girls from other faiths or those who have no religious beliefs at all are welcomed.

Closing Date for applications:	Thursday 27th March 2025
Interviews will be held on:	Tuesday 1st April 2025
Availability for Summer 2025:	Please complete the attached summer availability form and send this in with your application.
Invigilator Training	Thursday 3rd April 2025

How to apply:

Please click on the 'Quick Apply' button on our TES listing to fill out an online application form. **All employment history must be included in your applications in order to comply with safer recruitment.**

Alternatively, visit our website to complete our own application form:
<https://ladymargaret.lbhf.sch.uk/our-school/vacancies>

CVs will not be accepted.

Lady Margaret School is committed to safeguarding children. The successful candidate will be subject to an enhanced DBS check

Job Description

Exam Invigilator

Post Title: Exam Invigilator

Responsible to: The Exams Officer

Overall Responsibility: To participate in conducting external examinations for students, ensuring that all JCQ regulatory requirements for the conduct of examinations are strictly adhered to.

Date: May 2025

Hours: As required

Salary: £15.40 per hour (£13.74 per hour, plus 12.07% holiday pay)

Disclosure level: Enhanced

Safeguarding

- Lady Margaret School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment
- Appointment to this post is subject to an enhanced Disclosure and Barring Service (DBS) check

Purpose

- To participate in conducting external examinations for students, ensuring that all JCQ regulatory requirements for the conduct of examinations are strictly adhered to.

Main Duties and Responsibilities

- To undertake annual training in order to keep up with change to exam regulations.
- To check the examination room prior to the arrival of candidates to ensure that:
 - Heating, lighting, ventilation and levels of extraneous noise are acceptable.
 - No display materials that might be helpful to candidates are visible.
 - A reliable clock of readable size is visible to each candidate.
 - The Warning to Candidates is displayed both inside and outside the examination room.
 - The Notice to Candidates is displayed in a public place outside the examination room.
 - The seating arrangements prevent candidates, intentionally or otherwise, from overseeing the work of others.
- To be fully aware of the regulations according to "The Instructions for Conducting Examinations" (yellow ICE booklet).
- To ensure that a signed record is kept of the seating and invigilation arrangements for any examination session that you participate in.
- To carry out checks on the identity of candidates on their arrival.
- Candidates have all the necessary material to enable them to complete the examination.
- Ensure examination stationery is issued to candidates and that no other stationery,

including paper for rough work, is provided.

- To take all reasonable steps to ensure that candidates take into the examination room only those articles, instruments or materials which are expressly permitted.
- To act as a second witness when opening the exam packets to make sure that the correct papers for the day, date, time and subject are being opened.
- To issue the exam papers to candidates as per the instructions of the Exams Officer.
- To give clear instructions to candidates about the conduct of the examination to ensure that they fully understand what they are and what they are required to do.
- In line with the LMS Safeguarding and Behaviour Policies to supervise the candidates throughout the whole time the examination is in progress, and give complete attention at all times to this duty.
- To complete the attendance register during the examination and inform the Exams Officer of any absentees.
- To know the actions to be taken in the event of an emergency such as an emergency evacuation.
- At the end of the examination, to collate all scripts in candidate number order and ensure that they are handed to the correct person.
- To collect all unused stationery in the Examination room and return it to the secure storage.
- To ensure that the room is left in a tidy condition.
- Identify and undertake any other job-related activities as requested appropriate to the grading of the post to meet the changing needs of the School.
- Perform all of the above duties in accordance with School policies, procedures and regulations on Equal Opportunities, Health and Safety, Quality Assurance, financial matters and GDPR.

General Duties

- To work as an integral member of the exams team.
- To undertake other tasks that may be reasonably requested by the Exams Officer in consultation with the post holder.
- To be in sympathy with the aims and objectives of a Church of England school and its ethos. Members of staff must support the church ethos of the school, which may involve taking part in religious acts of worship.
- To wear appropriate business dress and comfortable soft-soled shoes for walking in the exam hall.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and may be subject to modification or amendment at any time after consultation with the holder of the post.

Safeguarding

Lady Margaret School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

- Successful candidates are required to undertake an enhanced Disclosure and Barring Service check.
- This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore shortlisted candidates will be required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (Amendment) (England and Wales) Order 2020. Having a criminal record will not necessarily

prevent you from taking up appointment; it will depend on the nature of the offences and their relevance to the post you are applying for. However, should a shortlisted candidate NOT declare an offence that is subsequently revealed, e.g. through the DBS check, this may place their appointment in jeopardy.

- It is a criminal offence for barred individuals to seek or undertake work with children.
- In compliance with Safer Recruitment guidelines, CVs cannot be accepted.

Referees

Two references will be sought for candidates invited to interview. It is our policy to obtain references prior to interview, therefore if you have any concerns regarding this please contact us.

- The first reference must be from your present or most recent employer.
- If any of your references relate to your employment at a school or college, your referee must be the Headteacher or Principal.
- If you are currently working with children, your present employer will be asked about any disciplinary offences relating to children, current and/or time expired, and whether you have been the subject of any child protection concerns and if so, the outcome of these investigations. If you are not currently working with children, but have done so previously these issues will be raised with your former employer.
- If you are not currently working with children but have done so previously the second reference must be from that employer.
- We are unable to accept references from anyone acting solely in the capacity of a friend or relative.
- Other previous employers may also be approached for information, before interview, to verify details on your application form such as particular experience or qualifications.
- If you have worked with any of the referees you have provided for less than 24 months, please provide an additional referee.

Thank you for your application. Applications may not always be acknowledged; however, we aim to advise non-shortlisted applicants of the outcome within a reasonable period after the closing date. Where a large number of applications is received this may not be possible, and if you have not been contacted within 3 weeks of the closing date, please assume that you have been unsuccessful.

PERSON SPECIFICATION

Lady Margaret School

Exam Invigilator

This person specification lists the qualifications, experience, knowledge, skills, abilities and personal qualities of the person required to undertake the post. It will be used by the School to assist in drawing up a shortlist of candidates for interview, and during the interview/selection process. Applicants should provide evidence to demonstrate their suitability for the position and how they meet the requirements of the person specification in the application form and any supporting statement.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Right to work in the UK.	<ul style="list-style-type: none">• 5 GCSE at grade C or above including Mathematics and English (or equivalent level 2 qualifications).
Job Experience and Knowledge	<ul style="list-style-type: none">• To be comfortable with IT	<ul style="list-style-type: none">• Previous Invigilation Experience• Experience of working with young people
Skills/Abilities/Competencies	<ul style="list-style-type: none">• Ability to co-operate and collaborate with School staff.• Ability to follow written procedures to carry out tasks.• Awareness of data protection issues.• Meticulous attention to detail.	
Personal Qualities/ Attributes/ Attitude	<ul style="list-style-type: none">• High level of security/confidentiality awareness.• High level of customer care awareness.• Flexibility over working hours	

Exam Week 1	All day	AM or PM Please specify
Monday 12 May		
Tuesday 13 May		
Wednesday 14 May		
Thursday 15 May		
Friday 16 May		

Exam Week 4	All day	AM or PM Please specify
Monday 9 June		
Tuesday 10 June		
Wednesday 11 June		
Thursday 12 June		
Friday 13 June		

Exam Week 2	All day	AM or PM Please specify
Monday 19 May		
Tuesday 20 May		
Wednesday 21 May		
Thursday 22 May		
Friday 23 May		

Exam Week 5	All day	AM or PM Please specify
Monday 16 June		
Tuesday 17 June		
Wednesday 18 June		
Thursday 19 June		
Friday 20 June		

Exam Week 3	All day	AM or PM Please specify
Monday 2 June		
Tuesday 3 June		
Wednesday 4 June		
Thursday 5 June		
Friday 6 June		

YEAR 10 MOCKS	All day	AM or PM Please specify
Monday 30 June		
Tuesday 1 July		
Wednesday 2 July		
Thursday 3 July		
Friday 4 July		

YEAR 10 MOCKS	All Day	AM or PM, Please specify
Monday 7 July		
Tuesday 8 July		
Wednesday 9 July		
Thursday 10 July		
Friday 11 July		



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