



# Candidate Information Pack

Examination Invigilator  
Casual Contract

# Our Story

**Thank you for your interest in joining the staff team at The Kingston Academy. As we mark our tenth anniversary since opening in September 2015, we invite you to apply for a position at one of the nation's top-performing state schools.**

TKA, as we are fondly referred to, was opened back in September 2015 as part of a unique partnership between Kingston University, Kingston College and The Royal Borough of Kingston Upon Thames - they still form our Trust Membership today.



Mrs Sophie Cavanagh  
Headteacher, TKA  
Executive Director, KET

We have accomplished a great deal in the relatively short time we have been open. We have a track record of achieving stellar GCSE and A-Level results, firmly securing us as one of the top-performing non-selective schools in the country. We have quickly also become the school of choice for young people with special educational needs.

In January 2022, we welcomed Fern Hill Primary School into our founding Trust - Kingston Educational Trust. Our distinctive Trust composition means that we are uniquely placed to develop, grow and support all of our staff.

This is an exciting time to join us as we continue on our journey of excellence. For further details about the role you are applying for, please see the information included in our specific Job Packs, including details of how to visit us in person. We'd love to meet you.

## Exam Invigilator

The Kingston Academy is seeking to appoint organised, reliable and enthusiastic Exam Invigilators to be part of our team overseeing our GCSE and GCE examinations during this academic year. Candidates must be available during the exam periods which are in May and June 2026.

We invite applications from candidates with the following attributes for this role:

- Be able to work effectively both on your own, and within a team
- Have excellent attention to detail
- Good communication skills
- Be an excellent role model
- Be reliable and punctual



“TKA is ranked top  
9th state school  
nationally”

The Daily Telegraph

8



A-Level  
Outcomes:

**A\* - E**  
**99%**



# Role Information

## Application Process

Applicants should complete an application using the link on the right of this page.

We reserve the right to close the application portal prior to the close date included on the advert.

## Interview Procedure

Our selection procedure will aim to identify with rigour whether the candidate fulfils the requirements of the post, and will include the consideration of the candidate's suitability to work with children and young people. The process will include:

- Interview with a member of SLT and the Examination Officer.

To find out more about our school, including further information about our what it's like to work with us, please visit our linked [Recruitment Brochure](#).

To make a direct application, please visit our vacancy page (hover over image) on mynewterm:



# How to Apply

## Safeguarding and Safer Recruitment Statement

The Kingston Academy is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment and undergo appropriate checks, including enhanced DBS checks (with a barred list check for regulated activity), checks with past employers and eligibility to work in the UK. Identity and qualification documents will be checked prior to any offer being made.

## Equalities Statement

At The Kingston Academy, we believe that diversity enriches our school community and enhances the educational experience for all. We are committed to creating an inclusive environment that respects and celebrates the unique backgrounds, perspectives, and talents of our staff and students. We welcome applicants from all walks of life and are dedicated to providing equal opportunities for everyone. Join us in fostering a culture of diversity and inclusion where every individual is valued and empowered to thrive.

