



THE ELLEN WILKINSON SCHOOL
— FOR GIRLS —

EXAM INVIGILATOR RECRUITMENT INFORMATION

A SPECIALIST COLLEGE FOR
SCIENCE & MATHEMATICS







BACKGROUND

The Ellen Wilkinson School for Girls aims to represent excellence, independence and empowerment in the education of women. The school is fortunate to employ over 200 staff, educate over 1,400 girls, and boast a 5,000m² site.

We are proud to provide a curriculum that is not only challenging and engaging to our students, but also creates the best opportunity for every woman in the school to become independent and confident to face the challenges of a complex and challenging world.

Our curriculum is developed with the interest of every student at it's core, with the primary purpose of ensuring they leave with the life skills to reach their potential and lead fulfilling lives. The rich curriculum we offer allows our students to thrive equally in academic and creative disciplines. This is complimented with an extensive range of extra curricular activities which are designed to enhance the students' experience at every level.

We are united with our stakeholders by a strong sense of community and service, for the purpose of ensuring that all of our students make exceptional progress in their own unique ways. We are consistently amongst the top schools for value added; that is to say our students demonstrate amongst the highest rates of growth and

development between the moment they arrive at the school and the time they leave. Of course, our very top students perform exceptionally well and advance on to top universities across the country.

The Ellen Wilkinson girl, by the end of her time at the school, will have achieved outstanding personal success and have developed a genuine love of learning. She will continue her pursuit of education and excellence and will, above all else, leave confident and prepared to play a vital role in society – It is this anchor which underpins all of the work we do individually and collectively as a staff.





THE ROLE EXAM INVIGILATOR

Post Title:	Exam Invigilator
Report to:	Exams Officer
Salary:	£12.00 per hour
Hours:	As & When, majority hours will be in months of December, May & June

Main Purpose of the Post

As an exam Invigilator you will be supervising GCSE and A 'level exams to ensure children participating are catered for and ensure that the student and school meet the JCQ regulation.

Duties and Responsibilities

- Working within a team of invigilators who will ensure that the exams are carried out in accordance with exam board rules and regulations.
- Organising students at the start and end of each exam, ensuring that they have the correct equipment, are seated in the correct seats and are issued with the correct examination paper.
- Ensuring that students abide by the rules of the examination room.
- To make sure answer booklets have been completed correctly, and collecting exam scripts in order, by candidate number
- Reporting any discrepancy or irregularity in the progress of an examination directly to the examination officer

This is a Job Description only and is not necessarily a comprehensive definition of the post. It sets out the duties of the post at the time it was drawn up and should be seen as describing in more detail aspects of the duties set out in the Education Act (School Teachers' Pay and Conditions of Employment) Order 1987 Schedule 3.

The Head of the School may vary the duties from time to time without changing their general character or the level of responsibility entailed. Any modification or amendment will be made after consultation with the holder of the post.



THE PERSON SPECIFICATION

An exam invigilator needs to be:

- Confident and able to communicate with staff and pupils
- Able to carry out core duties without supervision
- Able to manage/direct large groups of young people
- Able to work in an organised and structured way
- Reliable and punctual individual

Full training will be given to successful candidates.



LIVING AND WORKING IN EALING

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TRANSPORT

Tube: The school is a very short walking distance from West Acton Station (Central Line Zone 3) and North Ealing Station (Piccadilly Line Zone 3), offering very short travel times to and from the West End and Westfield Shopping Centre.

Rail: The Elizabeth Line connects you from Ealing Broadway to Paddington in 15 minutes, to Heathrow Airport in 30 minutes and to Reading in 50 minutes.

Bus: Ealing is served by an impressive number of bus routes, including the 65 (to Kingston), 483 (to Harrow) and 297 (to Willesden).

Cycle: Proposals to build a Cycle Superhighway between Tower Hill and Acton could make life even easier for Ealing cyclists, who currently enjoy a 40 minute cycle to Hammersmith.

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CULTURE AND AMENITIES

Popular restaurants and bars include The Grapevine, The Grange, and Meadow Restaurant, historically winning the Good Food Guide Readers' London Restaurant of the Year.

The borough enjoys its very own Blues, Jazz, Comedy and Beer festivals throughout the year.

Savvy shoppers in the area go to Ealing Broadway Shopping Centre which has most high street chains and just a little further away, to Westfield Shopping Centre.

The Pitshanger Bookshop is an Ealing institution and the independent store has been helping locals pick out their next must read for almost 20 years.

Ealing continues to prove itself as a perfect mix of green suburban charm and urban convenience and accessibility.



HOW TO APPLY

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he Ellen Wilkinson School for Girls seeks to appoint an **Exam Invigilator** to contribute towards the vision and effectiveness of a dedicated and successful school.

Closing date for applications is on **Friday 13th March 2026 at 12 noon.**

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.

Successful applicants will be subject to an enhanced DBS check and medical questionnaire.

Applications should be submitted to the office, via email, in the post or in person at:

HR Administrator
The Ellen Wilkinson School for Girls
Queens Drive
London
W3 0HW

office@ellenwilkinson.ealing.sch.uk

www.ellenwilkinson.ealing.sch.uk/1321/vacancies



THE ELLEN WILKINSON SCHOOL
FOR GIRLS

QUEENS DRIVE, LONDON W3 0HW
0208 752 1525 | WWW.ELLENWILKINSON.EALING.SCH.UK



INSPIRING
PASSIONATE
NURTURING
SUCCESSFUL
CREATIVE

A SPECIALIST COLLEGE FOR SCIENCE AND MATHEMATICS

The Ellen Wilkinson School for Girls is a high achieving, creative and vibrant school superbly located in the heart of Ealing, where girls receive the encouragement and support to become successful, determined and confident young women.

This year, the school achieved outstanding GCSE & A Level results

EXAM INVIGILATOR

AS & WHEN, MAJORITY OF HOURS IN MONTHS OF DECEMBER, MAY AND JUNE

Salary – £12.00 per hour

We are seeking to recruit reliable and punctual individuals as **Exam Invigilators** to work on a casual basis during exams in the school. We are looking for someone who is flexible and well-organised, confident in dealing with young people and able to remain calm under pressure. The key focus of this position is to supervise examination invigilation and ensure that guidelines and regulations for the integrity and security of examination papers and procedures are followed during an examination session.

The Closing Date for the post is Friday 13th March 2026 at 12 noon

Recruitment Pack and Application Forms can be obtained from

www.ellenwilkinson.ealing.sch.uk/1321/vacancies

Our school is committed to safeguarding and promoting the welfare of the children and expects all staff to share this commitment.