



REDMAIDS'
HIGH SCHOOL
FOR GIRLS • BRISTOL

GDST
GIRLS' DAY SCHOOL TRUST

Exams Invigilator

Zero Hours Contract

Redmaids' High School GDST: A company limited by guarantee, company number 6400. Registered address: 10 Bressenden Place, London SW1E 5DH.
Registered charity number: 306983


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About The Role

We are looking for dedicated and reliable invigilators to join Redmaids' High School on a zero-hours basis to provide invigilation for students during both the internal and external exam periods. Our students achieve highly, and our invigilation team is a core piece of this puzzle, ensuring that everything is in place to support their success. The department prides itself on its excellent added value and the collaborative relationship between staff and students to achieve the very best outcomes.

You will work as part of a team of invigilators, called upon as and when required, to supervise examinations and ensure that JCQ guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions. The main exam season is in May/June each year, and there is a further small exam season in January. You will also be required to attend an annual training session.

Job Details and Remuneration

Contract: Zero Hours Contract

Salary/Scale: Hourly rate: GDST Band 2, £13.94 per hour

The Exams Team

The Exams team plays a crucial role in ensuring the smooth and secure administration of all internal and external assessments. The team, overseen by our Lead Exams Officer and Exams Assistant, is responsible for ensuring that all exams are conducted in line with regulatory requirements and that our students have the best possible experience during their exams period.

About Redmaids' High School GDST

Occupying a spacious, green and open site near to Bristol city centre, Redmaids' High School is the oldest girls' school in Britain with a history that dates back to 1634. Formed out of a merger between the Red Maids' School and Redland High School in 2016, we are one of the leading independent day schools in the UK. We offer an exceptional educational experience for girls and young women from 7 to 18 years, focused on aspiration, inclusivity, happiness and support for others. This has earned us year on year placement in the top schools' rankings for our GCSE and A level results. A true all-through school, there is an incredibly close link between Junior and Senior Schools, with the vast majority of Junior students (90%+) moving into Year 7 each year.

A proud member of the Girls' Day School Trust, the leading family of girls' schools in the UK, we share a common ethos and commitment to fearless, girls'-first education, supporting staff and students alike through collaboration and empowerment across the network.



We are fortunate to have superb facilities across our interlinked Junior and Senior School sites. Our dedicated Sixth Form Centre provides first-rate quiet study and recreation space, while the main hall provides an outstanding venue for productions and concerts. We are equally proud of our sporting facilities including 'The Lawns', our specialist sports site for hockey, netball, cricket, tennis and athletics, which underpins our teams' regular sporting successes at regional and national level.

Redmaids' High is an inclusive environment, and we continue to take steps to enhance and improve our diversity and equality of opportunities. We welcome applicants from all backgrounds.

Mission Statement

Redmaids' High is an inclusive community, based on happiness, aspiration, and support for others.

Our statement is supported by our Values, which outline the core aspects that will help us fulfil our mission. These are:

- To know and understand each individual student.
- To help students to understand themselves and their strengths.
- To inspire students to forge a future of lifelong learning, in all its guises.

Our mission and values are simple, and deliberately so. We are proud of the achievements and destinations for all of our students, and this is the result of the hard work by all members of the community to ensure that students feel known and valued for who they are, as well as inspired about what they can be. We want all students to leave with the strong sense that they can go on and make a difference in their world, whatever they go on to do. A student's definition of success is their own, but what we instill in them is a feeling that their sights should never be lowered by external forces.



Key Responsibilities

Under the direction of the Exam Officer

- All invigilators at Redmaids' High are responsible for:
- Assisting in the setting up of the examination room.
- Helping with the opening and distribution of question papers and other authorised materials to candidates.
- Ensuring all candidates receive appropriate examination question papers and answer papers.
- Being aware of any needs that candidates may have during an examination.
- Supervising the orderly entry of students into the exam room and ensuring that they are correctly identified and seated according to the seating plan.
- Recording attendance on the official examination registers.
- Dealing with latecomers and candidates who are not on the candidate list.
- Ensuring no inappropriate items are brought into the examination room, such as mobile phones, earphones, revision notes or other paperwork, unless told otherwise.
- Ensuring all candidates are aware of the pre-exam start information and of any erratum notice that may affect them.
- Maintaining active invigilation throughout the examination to ensure that no cheating can occur.
- Ensuring there is no talking or disruption for the candidates once an examination has begun.
- Ensuring that you or other invigilators do not help candidates in any way with the question paper.
- Ending exams in accordance with the regulations.
- Collecting exam scripts and arranging these in candidate number order.
- Returning all exam scripts, unused papers, registers and other materials to the Exams Office immediately after the end of the exam.
- Maintaining security and confidentiality.
- Assisting in other activities as may be required by the Centre from time to time.
- Familiarising yourself with the contents of the booklet, 'Instructions for the Conduct of Examinations.'
- Assisting with online testing, where some ICT experience would be essential.
- Invigilating the examination, including dealing with examination irregularities
- Assisting in the setting up of examination rooms, laying out equipment and papers in accordance with procedures
- Communicating examination procedures to pupils and overseeing behaviour
- Responding to pupil requests during the examination
- Ensuring no unauthorised material is consulted
- Escorting candidates from the location during the examination, such as for toilet breaks, to
- Maintaining candidate attendance and absence records.
- Individuals in this role may also supervise invigilators in the examination rooms.



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Apply to join us

Application period: Ongoing

Interviews: Will be held October 2026

The GDST are committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection checks appropriate to the post, including online searches, and checks with past employers and the Disclosure and Barring Service.

We are an equal opportunity employer and welcome applicants from all qualified individuals. To be eligible for employment, candidates must provide proof of their right to work in the UK.