



# STREATHAM & CLAPHAM HIGH SCHOOL

GDST  
GIRLS' DAY SCHOOL TRUST

## Job Application Information



Examination Invigilator  
From November 2025 or  
Spring term 2026

# CONTENTS

<b>Executive Summary</b>	<b>3</b>
<b>About Us</b>	<b>4</b>
<b>Role Description</b>	<b>5</b>
<b>Role Description</b>	<b>6</b>
<b>Person Specification</b>	<b>7</b>
<b>Person Specification continued</b>	<b>8</b>
<b>How to Apply</b>	<b>9</b>
<b>Terms of Appointment</b>	<b>10</b>

# EXECUTIVE SUMMARY

**We are looking to expand our dedicated team of examination invigilators working at Streatham & Clapham High School (SCHS) to support both our current team and the Examinations Officer.**



You will need to have excellent communication skills, good time keeping skills, strong attention to detail and the ability to work both independently and collaboratively as part of a team. This position is offered on a part time, zero hours basis with working hours agreed in advance with the successful candidate. There will be regular opportunities for work during the School's examination periods.

As an Invigilator, you will support the school's Examinations Team in ensuring the security and integrity of both internal and external examinations. You will ensure that all examinations are conducted in full compliance with the regulations and guidelines established by the Awarding Body, the Joint Council for Qualifications (JCQ) and the school. Comprehensive training will be provided.

The successful candidate will report to the Examinations Officer.



# ABOUT US

**Streatham & Clapham High School is one of the UK's leading private girls' schools, with 870 pupils from Nursery through to Sixth Form. As part of the prestigious Girls' Day School Trust (GDST), SCHS combines tradition with innovation, offering a forward-thinking curriculum in a school community that fosters academic excellence, creativity and personal growth.**



The Senior School is located in an impressive 1930s building in a delightfully tranquil and leafy oasis of south London on a four-acre site. Founded as Brixton High School in 1887 by the Girls' Public Day School Trust, SCHS is one of the Trust's earliest member schools, and we are proud of our motto: Towards Wisdom Unafraid.

SCHS holds true to its founders' mission, and we are proud of our exciting and challenging curriculum, with a commitment to innovative teaching and excellent relationships across the community.

The Head of Streatham & Clapham is a member of HMC and GSA. The Head of the Prep School is a member of IAPS. The GDST is a founding member of the International Coalition of Girls' Schools.

For more information about the history of the school and recent news, please visit the school website [www.schs.gdst.net](http://www.schs.gdst.net)



# ROLE DESCRIPTION

**Job Title:** Examination Invigilator

**Reports to:** Examinations Officer

**Contract:** Zero-hours contract

**Salary:** London Grade 3 Support Staff, £34,683, Hourly Paid, £18.52 per hour

**Required:** November ideally or the Spring term

## Job overview

To oversee and supervise examinations by remaining alert and vigilant at all times, and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions.

## Role Responsibilities

- To prepare and assist the Exams Officer with, the setting up of the examination rooms, ensuring rooms meet JCQ exam requirements
- To be mindful and respond appropriately to any needs or issues that candidates may have during an examination
- To maintain security and confidentiality
- To record attendance on the official examination registers
- To ensure all candidates are aware of the pre-exam start information and of any erratum notice that may affect them
- To ensure there is no talking or disruption for the candidates once an examination has begun
- To ensure that invigilators **DO NOT** help candidates in any way with the question paper
- To sign the centre's confidentiality and Declaration of Interest form annually
- To assist candidates prior to the start of the examinations by directing them to their seats and advising them about possessions permitted in examinations venues, ensuring no prohibited items are brought into the examination hall

# ROLE DESCRIPTION

## Role Description continued

- To ensure that candidates have correct papers
- To notify candidates of the start and finish times of the exams
- To record start and finish times of the exams
- To collect all scripts and associated materials at the end of each exam, in accordance with strict JCQ / Exam Board procedures
- To record and notify the Lead Invigilator/Exams Officer of any concern or breach of regulation of any sort, in line with the JCQ or other Exam Board policy
- To supervise candidates under Centre Supervision before or after exams
- To check registers against scripts and collate scripts
- To ensure scripts are not left unattended and are safely delivered to the Exam Officer
- To give their full attention to conducting the examination properly, observing each candidate in the examination room and abiding by regulations at all times
- To undertake any other duties commensurate with the status of the post, as deemed necessary by the Examination and Administration Officer.

# PERSON SPECIFICATION

## Skills Required

- ICT competence at a level to meet the demands of the job
- High level of organisational skills
- Ability to maintain high levels of concentration during long periods of time
- Ability to remain calm under pressure or during unexpected circumstances
- Ability to multi-task effectively
- Accuracy and attention to detail
- Methodical approach to completing tasks
- Ability to be firm but fair at all times
- Ability to communicate with candidates and members of staff clearly, emphatically and accurately
- Effective oral and written communication skills
- Ability to work to pre-determined instructions
- Ability to work as part of a team or alone as necessary
- Ability to judge when a decision is not yours to make
- Should demonstrate strong interpersonal skills, with a professional demeanour and an empathetic approach to others

## Knowledge Base

- Knowledge of safeguarding issues

## Experience

- Experience of working within a customer facing position
- Desirable to have experience of working within an examinations team in a secondary school

## Attitude and Approach

- Reliable and punctual
- Dynamic team player with a “Can Do” attitude
- Tactful and understands confidentiality
- Common sense
- Keen to undertake training and develop skills

# PERSON SPECIFICATION

## Skills Required continued

- Committed to equal opportunities
- Interested in working with children
- Ability to adhere to rules and regulations and think clearly and make correct decisions in the event of an emergency in the exam room
- Available to work throughout the key examination cycle, specifically early September, November, the first two academic weeks in January and mid-May to end of June

## Working hours:

Invigilators are required throughout the year for internal and external examinations, with the busiest time being the summer term. Working hours will be agreed with the Examination and Administration Officer but invigilators are expected to be available for the full examination session i.e from exam paper collection through to completion of post-exam administration.



# HOW TO APPLY

Any candidate wishing to seek additional information about the post or to discuss any related matter should contact the HR & Recruitment Manager, Mrs Angela Bolton via email:

[a.bolton@schs.gdst.net](mailto:a.bolton@schs.gdst.net)

Applications should be received no later than midday, 17 October 2025.

[https://my.corehr.com/pls/gdstrecruit/erq\\_jobspec\\_version\\_4.jobspec?p\\_id=042487](https://my.corehr.com/pls/gdstrecruit/erq_jobspec_version_4.jobspec?p_id=042487)



Interviews will take place shortly thereafter, though the school reserves the right to appoint an exceptional candidate at any stage of the application process.

All candidates invited to interview must bring original documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original certificates). If original certificates are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body. All candidates invited to interview must also bring with them:

- An original passport and/or other appropriate document proving your eligibility to work in the UK
- One other form of identification, such as a driving licence or birth certificate
- Two other documents, such as utilities bills, TV licence, bank, building society (endorsed with a stamp and signed by the bank) or a credit-card statement
- Documents confirming your educational and professional qualifications Please note that candidates must bring originals of the above documents. Photocopies or certified copies are not acceptable.

# TERMS OF APPOINTMENT

The role will attract a competitive salary in line with qualifications and experience, and the successful candidate will enjoy employee benefits as part of the GDST.



Any offer to a successful candidate will be conditional upon:

- receipt of at least two references, satisfactory to the school (if not already received), prior to appointment
- verification of identity and qualifications
- a satisfactory DBS Disclosure at the enhanced level
- satisfactory completion of any pre-employment checks as relevant such as an online search and those to check whether you are registered for or prohibited or restricted from practicing certain professions or roles
- where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the school may require in accordance with statutory guidance
- satisfactory completion of the probationary period

Senior School

42 Abbotswood Road, London SW16 1AW

Tel: 020 8677 8400 Email:

[senior@schs.gdst.net](mailto:senior@schs.gdst.net)



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