

## Casual Exam Invigilator

From May 2026



## Information about the post for candidates

### **Our vision:**

Girls Enjoying Success

### **Our mission:**

We foster fearless learners through inspiring education, exceptional co-curricular opportunities and meaningful partnerships, creating bespoke outcomes for every child: “Each of us is intended to have a character all our own, to be what no other can exactly be and do what no other can exactly do.” (William Ellery Channing)



Our Unitarian ethos encourages our pupils to be intellectually curious, open-minded and respectful. We build on the power of an all-girls education to develop kind, confident, articulate young women who are ready for life's challenges.

Girls at Channing enjoy academic success from a tailored educational programme that encourages confidence, independent thinking and provides girls with life skills to take on the next stage of their education as thoughtful, responsive, socially aware adults, prepared for the challenges of the world today.

This emphasis on bespoke outcomes is at the heart of our five new strategic objectives, which you can find here: [Channing 2035](#).

Founded in 1885 by Unitarian sisters Emily and Matilda Sharpe and the Reverend Robert Spears, Channing School, named after notable American Unitarian William Ellery Channing, is well known as a successful, happy community. Remaining true to our Unitarian foundation, the School is an inclusive community that values the individual skills, spiritual beliefs, achievements and contribution of all members of the school community. Our success was endorsed by [our latest ISI inspection in November 2025](#).

### **Academic achievement**

Academic results are excellent. Virtually all our sixth formers go on to University or other higher education institutions, some after a gap year. However, we believe that examination success is not solely the end goal of a pupil's journey through school, rather that it should be an enriching academic and extra-curricular experience that allows girls to develop skills, confidence, creativity and character, instilling in pupils a lifelong love of learning and a firm belief that anything is possible. Experienced, dedicated teachers offer a supportive, encouraging and challenging learning environment that allows pupils to achieve success beyond that which they might have thought possible.

### **Community spirit**

The Headmistress and members of staff know every girl personally and as an individual. We have a strong family tradition and an enthusiastic and supportive parents' association. The atmosphere is calm, focussed and purposeful. We set high standards emphasising concern and respect for the needs of others. A major feature of the school is the huge diversity of the extra curricular activities on offer to pupils and it is expected that all staff will contribute to this side of the life of the school.



## **Exceptional setting**

The school is in an attractive part of Highgate, with convenient transport links by road and underground. Visitors are often surprised at how light, green and open our site is. We have preserved the character of the older buildings, but completely refurbished and redesigned them to provide bright and spacious teaching rooms. An ambitious building programme, completed in 2017, provided us with excellent dining facilities, a Music Department, a new Sixth Form Centre, Sports Hall with fitness suite and a state-of-the-art Performing Arts Centre. We are currently developing a STEM building complete with DT facilities which is due for completion in Summer 2026.

## **Exams at Channing**

The Exams Team oversees the smooth and secure administration of all examination entries, external examinations and the Y11 and Y13 mock exams in the Spring term. Liaising with Facilities, the IT department, and academic staff, the team ensures full compliance with **Joint Council for Qualifications (JCQ)** regulations and provides a calm, well-organised environment for all candidates.

## **Job Description and Person Specification**

### **The Position:**

To provide a professional and high-standard invigilation service for external and internal examinations. You will ensure that all exams are conducted according to the strict regulations set by the **Joint Council for Qualifications (JCQ)**, maintaining the integrity and security of the examination process while providing a supportive environment for candidates.

### **Line management:**

This role will be responsible to the Examinations Manager.

### **Main responsibilities:**

#### **Examination Compliance & Security**

- Conduct examinations in accordance with the **JCQ 'Instructions for Conducting Examinations' (ICE)** and institutional policies.
- Assist in the setup of the examination room, ensuring all JCQ-mandated posters (Warning to Candidates, Unauthorised Items) are visible.
- Ensure the secure handling of examination papers and stationery before, during, and after the session.
- Verify the identity of pupils and ensure they are seated according to the official seating plan.

#### **Room Management & Vigilance**

- Maintain silence requirements and a focused atmosphere within the exam hall.
- Remain vigilant at all times, moving quietly around the room to oversee candidates and prevent malpractice.
- Ensure no unauthorised items (mobile phones, smartwatches, revision notes, etc.) are brought into the examination room.
- Supervise candidates throughout the session, including those who may need to leave the room for supervised breaks or emergencies.

#### **Administration & Documentation**

- Record exam start and finish times clearly for candidates.
- Accurately complete the attendance register and seating plans.
- Report any irregularities or suspected malpractice immediately to the Exams Officer.

- Assist in the efficient collection and sorting of scripts at the end of the session in the correct candidate order.

### Professional Engagement

- Attend mandatory Keep in Touch meetings with the school prior to and following the Summer and Spring mock exam cycles.
- Participate in annual JCQ-compliant training and refresher sessions.

### Knowledge and Experience

Previous experience of working in a school	Desirable
Competent user of office software (the school uses Google Suite for Education)	Essential
Understanding of the importance of promoting and safeguarding the welfare of children and young people	Essential
Experience of working in a busy and sometimes pressured administrative environment	Essential
Proven ability to work to strict deadlines	Essential

### Qualifications

JCQ trained (desired current academic year)	Desirable
Educated to A-Level or equivalent	Essential
Education to degree level or equivalent	Desirable

### Skills

Excellent organisational and administrative skills	Essential
Good interpersonal skills	Essential
Ability to communicate effectively with students, colleagues and external personnel both verbally and in writing	Essential
The confidence and ability to work independently	Essential
Willingness to learn how to use new software and IT systems (Channing is a Google and Apple school)	Essential
Ability to remain calm, patient and polite	Essential

### Attributes and approach

Excellent attention to detail and highly vigilant	Essential
A professional appearance and approachable manner, with good spoken English	Essential

A flexible, 'can-do' approach	Essential
A good sense of humour and positive outlook	Essential
Punctual and reliable (typically 8:00 AM / 1:00 PM starts)	Essential
Self-motivated with the ability to take the initiative	Essential
Must be willing to complete an Enhanced DBS Check	Essential

### Salary & Benefits

- Competitive session rates - £70 per session (AM/PM)
- If you are eligible, the school will enroll you in a non-contributory pension scheme.
- A free lunch is provided every day in the Staff Coffee Room
- Use of School sports facilities when available
- Annual Flu Vaccination
- Employee Assistance Programme provided by Education Support
- Training and development opportunities available

### Applications

Applications are to be made via **TES.com in the first instance**. A CV will not be accepted in place of the completed application form.

Incomplete application forms will be returned to the applicant where the deadline for completed application forms has not passed. If you are unable to submit your application via TES please contact the HR department at [recruitment@channing.co.uk](mailto:recruitment@channing.co.uk).

Please note that once you submit an application via TES the system will automatically retain your details for a period of six months.

**Deadline for applications: Wednesday 25 March 2026 at 9am**

**Interviews: Friday 27 March 2026**

*Channing School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. To assist in this, the school follows a formal recruitment procedure for the employment of all staff which adheres to the recommendations of the Department for Education (DfE) in "Safeguarding Children and Safer Recruitment in Education" and the school's Child Protection Policy. A copy of this procedure is available on request.*

*Subject to statutory provisions, no applicant will be treated less favourably than another on the grounds of a protected characteristic. Ability to perform the job will be the primary consideration.*

*In line with our Safer Recruitment Policy, all shortlisted candidates will be subject to online searches including social media and third party Safehire.*

Registered Charity No: 312766