



KING'S COLLEGE SCHOOL  
WIMBLEDON



## EXAMINATION INVIGILATOR

Information for prospective staff



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## THE ROLE

### Reporting to: Head of Exams

Each academic year we require a team of responsible people to assist the head of the department in ensuring JCQ, CAIE and IBO regulations are strictly upheld throughout the summer external examinations season, invigilating A Level, IB and (I)GCSE examinations during late April, May and June. Invigilators are also required for mock examinations which are taken by A level, IB and (I)GCSE candidates in January. Other opportunities to invigilate occur throughout the academic year, including for university admissions tests, school admissions tests, languages and music exams. Invigilators are required to attend initial training, and an annual update session, usually in the autumn term prior to mock examinations..

### Main Duties and Responsibilities

- to ensure the fair and proper conduct of examinations and maintain the security of examinations at all times
- to follow directions given by members of the King's examinations team and notify the examination administrators of any concerns and queries as soon as possible
- to instil and maintain a calm and quiet environment in the examination room
- to invigilate actively and not engage in discussion in examination venues
- to assist in the setting up of examination venues, along with distributing examination stationery and papers in accordance with JCQ/IB guidelines
- to deal with candidate queries as they arise and with examination irregularities in accordance with JCQ/IB guidelines
- to assist in the registration of candidates and the recording of late arrivals
- to manage access arrangements for pupils awarded arrangements such as extra time, rest breaks or word processors in accordance with JCQ/IB guidelines
- to supervise/escort candidates to and from examination rooms when in clash supervision or during a toilet break to ensure that no unauthorised materials are referred to by a candidate during an examination or an escorted/supervised break
- to collect and collate examinations scripts at the end of an examination as requested by the examinations team and in accordance with Awarding Body guidelines
- to supervise candidates when leaving an examination and ensure they depart in a quiet and orderly manner



## THE PERSON

### The ideal candidate will:

- be well organised, accurate, flexible and able to work well under pressure
- be a confident, assured communicator, both in written and verbal form
- have a personable but professional and businesslike manner
- possess an excellent work ethic, including good time-keeping
- be able to relate well to pupils
- preferably have previous experience of working in an educational environment
- have the ability to work both as a member of a team and independently
- be fully in sympathy with the aims and objectives of King's College School
- be computer literate
- be available for the minimum of 5 sessions per week during the January mocks and summer external examinations

The ideal level of commitment during the January mocks and summer external examinations would be for at least 5 sessions per week (AM or PM a session).

**Please note: this position is not open to parents of pupils currently attending the school.**

### Terms and Conditions:

- Employment as an invigilator is classed as 'casual' work
- There is no obligation on the school to provide work and no obligation on the individual to accept work, up until work rotas are agreed and confirmed
- Hourly rate of £13.50
- Statutory paid holiday – paid pro rata (according to hours worked)
- We are unable to provide parking on site and most of the roads around the school now fall within a controlled parking zone. There are, however, parking bays with pay & display meters.



## APPLICATION PROCESS

To apply for this role, please register your details online via our website [www.kcs.org.uk](http://www.kcs.org.uk) (under useful information / career opportunities). Once you have registered your details with us, you can apply for vacancies by logging into the candidate area using your email address and chosen password. Please include a covering letter to Ms Tanya Allen, HR Director.

**Closing date: Wednesday 11th October 2023 at 9am**

**Interviews will take place at King's on Thursday 19th October 2023 at 2pm**

**Interviews may be staged and we may choose to appoint at any time during the application process.**

### PLEASE NOTE:

This job description is indicative of the nature and level of responsibilities associated with this post. It is not intended to be exhaustive, other tasks and responsibilities may be allocated as necessary from time to time.

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.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.



## THE SCHOOL

King's College School is an independent day school for boys aged 7-18 and girls aged 16-18. Founded in 1829 by Royal Charter, King's is a school of over 1,500 pupils, including approximately 300 boys in the junior school, located in one of the most attractive and peaceful parts of London. There are approximately 230 staff in the two common rooms and approximately 160 non-teaching staff.

King's prides itself on being a forward-thinking and innovative school. As well as being a very successful International Baccalaureate school, we offer pupils the opportunity to study from a wide A level curriculum and to engage with our family of schools abroad. We accept boys at the age of 11 into year 7 of the senior school from both primary and prep schools, as well as our own junior school. We also continue to offer the 13+ entry into our fourth form (year 9), and around 65 girls join the school each year at 16 to study in our sixth form. A £50m master plan was recently completed that has renewed and replaced major facilities across the campus.

At King's, colleagues, parents, and pupils work together in a warm and supportive atmosphere to help every child achieve their full potential. We are committed to creating an inclusive culture where every member of our community has the right to be known and respected as their authentic self, and the experiences of all pupils are as positive as they can be. We have a director of equality, diversity and inclusivity who spearheads our equality and inclusion agenda in all its forms.

Academically, King's is consistently placed within the top five schools in national league tables. In 2023, 52% of all sixth form grades were awarded A\* at A level or 7 at IB Higher

Level and almost 90% of all GCSEs were graded 9/8 (A\* equivalent). Around 300 boys and girls have won places at Oxbridge in the last seven years, with over 90% of pupils achieving their first choice university offer.

Our approach at all levels encourages pupils to look beyond academic excellence, as the vibrant success of our drama, music and games departments indicates. We are fully committed to the CCF, the DofE Award Scheme, and partnership work with over 30 local maintained schools, encompassing community projects involving large numbers of King's pupils on Friday afternoons.

King's has a history of enabling bright young minds from every background to access the school, and financial assistance of up to 100% of tuition fees and up to 100% of other costs is available. Admitting boys aged 11 directly into the senior school since September 2016 has afforded access from a wider range of family backgrounds and we have raised significant bursary funds to support the 11+ senior school entry, which includes income from our sister and partner schools in China, Bangkok and Monaco.

Alumni of the school include poet and painter Dante Gabriel Rossetti, actors Khalid Abdalla and Ben Barnes, theatre director Christopher Luscombe, musicians Marcus Mumford (Mumford & Sons) and Dan Smith (Bastille), and policy advisor Devina Banerjee who was awarded an MBE for her work in the UK Vaccine Task Force.



## WORKING AT KING'S

King's is a vibrant and energetic community to be part of. There is an atmosphere of kindness, cooperation and trust. There is a "can-do" attitude amongst the staff body, coupled with high levels of emotional intelligence, good humour and mutual support. Our staff believe that King's truly is an excellent place to work, epitomised by the results of our 2018 staff survey in which 100% of staff stated that they enjoyed their job.

Support staff at King's maintain high professional standards. They work within clearly structured departments but also collaboratively with other departments and with teaching staff. There are termly meetings for the whole support staff, which are complemented by bespoke training sessions. Individual staff members who wish to enhance their professional development are supported.

Whilst there are high expectations of support staff, they receive rewards for their efforts:

- Salary well above London and national averages
- Health care provision
- Free lunch (during term time)
- Shuttle buses from Wimbledon station
- Travel loans
- 25% fee remission (for children of staff members who meet the academic criteria) pro rata



## INCLUSION AT KING'S

At King's we are committed to creating an inclusive culture where every member of our community has the right to be known and respected as their authentic self, regardless of race, ethnicity, religion, gender, sexual orientation or disability. This inclusive approach will be genuinely upheld if day by day each of us helps to create a compassionate and supportive environment, one in which each individual feels valued, able to be themselves and are free from any form of intimidation. We do not accept any form of discrimination and will demonstrate this in our behaviours, in the way that we view and treat others and the way that we challenge inequality and discrimination as active and supportive bystanders and allies.

We recognise that discrimination, inequality and exclusion are an issue at all levels in society, and that all institutions must proactively strive to address these issues. To do this, all members of our community recognise that we are responsible for our words and actions. We understand that we are all on a journey and will learn from our mistakes. If conversations are uncomfortable, we will enter them with kindness and an open mind. We celebrate diversity and seek to learn from experiences and perspectives which are not our own. We call out behaviour which is unkind, discriminatory or disrespectful. We understand that all forms of behaviour, whether in person, at school, or in the

virtual world, should be compassionate and rooted in kindness, civility and respect. We appreciate that each member of our community has different circumstances and we endeavour to allocate the resources and opportunities needed to help everyone to thrive and feel a strong sense of belonging.

Further information about equality, diversity and inclusivity at King's is available on our website at <https://www.kcs.org.uk/equality-diversity-and-inclusivity-at-kings>

*King's College School is fully committed to the principles of equality, diversity and inclusivity in its recruitment of teaching and support staff.*

# WORKING AT KING'S - STAFF PROFILES



"Since joining King's in 2019, I can say that this is a fantastic school that supports staff, as well as students to their highest standard. There have been many opportunities for me to grow within the IT department. Everyone I have come across at King's has been extremely helpful and welcoming. I feel honoured to work here"

**- Mr Dixon**  
IT Helpdesk Manager



"I joined the HR department here at Kings in 2008 and I can't imagine working anywhere else. My role is varied and I really enjoy that no two days are the same. I feel very privileged to work with so many amazing people in such a beautiful school. Everyone wants King's to succeed and I am often amazed at the camaraderie that everyone shows on a regular basis."

**- Mrs Pearson**  
Training and HR Officer



"Joining King's in 2006, my role as team leader, Science Department, is to oversee the operational functioning of the laboratories. As a team of six technicians our primary remit is to deliver a range of practicals to support teaching excellence across all science disciplines. My career at King's has been rewarding in so many ways but a particular highlight has been the re-design of a modern, multi-functional central prep room - this has transformed the way the team communicate, share our varied skills and manage a busy workload."

**- Mrs Danckwerts**  
Team Leader - Science Technicians



"I've been working at King's College School since 2016. It is an outstanding school that offers our students so many opportunities. Working at King's College School is a great opportunity to gain experience, meet wonderful people and expand your horizons to the world."

**- Mr Laska  
Porter**



## LIVING AND WORKING IN WIMBLEDON

Wimbledon is famous for its annual Grand Slam tennis tournament, but that is not the only thing that makes living and working in Wimbledon an attractive proposition.

The area provides a wonderful mix of town and Village life. The streets are bustling and lined with bars, restaurants and shops. The charming children's Polka Theatre is situated in the centre of Wimbledon and a new stadium for AFC Wimbledon has recently opened just a short drive away. King's is located on the edge of Wimbledon Common, at the beginning of one of the largest areas of green, recreational space in the whole of London. The Common, which extends to Richmond Park, is home to a 19th century windmill and an Iron Age fort.

One of the best things about working in Wimbledon is its connectivity. Wimbledon station is located in zone 3, approximately 10 minutes from Clapham Junction and 20 minutes from London Waterloo. There are regular trains to numerous destinations, including Kingston, Epsom and Richmond. Wimbledon can also be reached by tube, via the District line, and by tram, which connects to places such as Croydon and Beckenham. King's is also in a convenient location for road users, with its proximity to the A3 providing an excellent link to the M25.

Although property prices are high in and around Wimbledon Village, there are affordable options a little further away. Many staff choose to live in Central and South Wimbledon or Raynes Park, which is a 15 minute walk from King's. Other nearby options include Motspur Park, Worcester Park, Clapham, Tooting and Earlsfield but plenty of colleagues prefer to commute from Surrey, where Esher, Epsom and Ashstead are popular choices.



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