



ROYAL
HOSPITAL
SCHOOL



RECRUITMENT PACK FOR THE ROLE OF **INVIGILATOR**

As soon as possible

EMPLOYMENT STATUS	Part Time/Casual
SALARY	£12.50 per hour
CLOSING DATE FOR APPLICATIONS	09:00 on Friday 30 January 2026
INTERVIEW DATE(S)	Interviews could take place at any time



KEY FACTS

Type of School: Co-educational, boarding and day

Age range: 11 – 18

Number of pupils: Approx. 560

Percentage of boarders: Approx. 51%

Percentage of international pupils: Approx. 24%

Fees per term: Boarding £12,906– £16,617 and day £7,326– £8,521

Memberships: HMC (The Heads' Conference)
BSA (The Boarding Schools' Association)
ISC (Independent Schools Council)

ISI result summary: RHS met all the standards and regulations in the January 2025 inspection.

Read the excellent full report here:
royalhospitalschool.org/about/isi2025



THE ROYAL HOSPITAL SCHOOL



WELCOME

Thank you for your interest in applying to work at the Royal Hospital School (RHS).

RHS is an independent co-educational boarding and day school for 11 to 18-year-olds, providing an outstanding, full and broad education enriched by a unique naval heritage. Founded in 1712 in Greenwich, London, it moved to its spectacular site, set in 200 acres of Suffolk countryside overlooking the River Stour, in 1933.

Today we place a strong emphasis on providing pupils with the knowledge and skills to prepare them for the future. We seek to understand each young person's strengths, to help them make the right choices at the right time and ensure their education becomes the foundation for their happiness and success.

However, RHS is more than just a school and has an important role in this region providing facilities to a wide range of individuals and organisations. Today the school is operational for almost the entire year, as a school in term time but also as a conference facility and residential centre for international schools. As such the school plays an important role in the economy of this region. We are also a community with some colleagues and their families living onsite and this sense of community is strong and encompasses all staff, pupils and parents, creating a warm and supportive environment.

Our employees can access some of the best facilities in the country and are encouraged to contribute to the life of a busy boarding school. There is an extensive range of additional staff benefits, from free lunch during term time to access to various sports facilities.

Situated on a beautiful site in the Suffolk countryside, yet only 55 minutes from Central London by train, RHS is a very special place to work. We welcome applications from the creative, the passionate and the kind, and those from under represented groups, who are keen to contribute to our warm and friendly community.

I very much look forward to receiving your application.

Irfan H Latif
Headmaster

NAVIGATING SUCCESS

The Royal Hospital School (RHS) was founded in London in 1712 by the Royal Naval Crown charity, Greenwich Hospital, to educate the children of the Hospital's pensioners and prepare them for a life at sea. Many went on to become famous admirals, explorers and pioneers. We are immensely proud of our historic, royal and naval links, and discovery, exploration and challenge continue to shape our ethos. The traditional values of loyalty, commitment, courage, respect, service and integrity have underpinned the school's core aims and philosophy from the very beginning. Three hundred years later, they are as relevant to the education provided now as they were then.

Divisions remains one of the school's historic traditions, and pupils parade in a whole school event on a small number of occasions each year, complete with guard of honour and marching band. The sense of teamwork, camaraderie, and being part of something bigger than oneself instils feelings of pride and belonging to the whole school community.

RHS inspires pupils to have the courage to be ambitious for their futures and the commitment to pursue whichever path they choose. We challenge pupils of all academic abilities, steering them to look beyond the moment and beyond the confines of the classroom, and to approach life with an open and receptive mind. It is through thinking creatively and taking the initiative that they discover their influence, strengths and ambitions and establish the skills they need to pursue purposeful and fulfilling lives.

Everyone can achieve the most exceptional things but we are all different. That is why we focus on the individual,

getting to know every one of our pupils and finding out what motivates them, enabling us to navigate them through their critical and formative years.

It is this focus on personal challenge and individual guidance that enables pupils to develop into self-reliant, socially responsible adults with enviable open-mindedness and resilience, qualities which are so sought-after by employers and important in life.

In 2025, the school joined the Inspired Learning Group (ILG), opening a new chapter focused on long-term growth and a positive, sustainable future.



TEACHING AND LEARNING

Pupils are not educated simply to pass exams but to enjoy the adventure of learning and to develop a lifelong appetite for knowledge. The curriculum is broad and balanced, combining the best of academic traditions with the latest subjects and technologies. Our Sixth Form curriculum includes 23 different A Levels and 3 Level 3 BTECs, allowing pupils to select a learning path that suits their interests and skill set. Our Lower School curriculum includes 'Compass' lessons: a bespoke course unique to RHS that encompasses elements of education that equip pupils for 21st century living: Personal, Social and Health education, digital literacy, critical thinking, study skills and careers.

Digital devices have been embedded in our teaching and learning since 2013 and we are committed to this approach, with every pupil and teacher now using a Microsoft Surface in classrooms and for planning. The school has consistently been recognised as a beacon for education technology having previously been an Apple Regional Training Centre, and being recognised as a member of the EdTech 50, as well as a Microsoft Showcase School in 2025.

In August 2025, the school achieved an exceptional set of A Level and BTEC results, with 46% of grades at A*-A or Distinction*-Distinction, 69% at A*-B, 32% attaining the points equivalent of three A grades or better, and 86% of BTEC grades awarded at Distinction* or Distinction.

At GCSE, the school achieved outstanding outcomes, with 34% of grades at 9-8, 56.3% at grades 9-7 (an increase of over 5%), and 97.8% at grades 9-4, alongside 7 pupils achieving all 8s and 9s, 20 pupils gaining nine subjects at grade 7 or better, and 43 pupils securing six subjects at grade 7 or better.

Pupil success comes in many forms and post-school options for the leavers of 2025 range from top UK universities to higher degree apprenticeships, to direct entry into various careers.



CO-CURRICULAR

Great importance is placed on pupils balancing their academic work with interests and achievements outside the classroom and every child is encouraged to become fully involved in school life, to challenge themselves and to try something new. This involvement helps to produce confident, interesting, well-rounded individuals who will contribute to society in life beyond school.

Sport is a key feature of the RHS co-curricular programme, with pupils gaining success in an increasingly diverse range of sports. As well as high degrees of pupil performance in the main team sports, RHS is renowned for its sailing. All Year 7 pupils learn how to sail and our Sailing Academy attracts sailors from around the world, and consequently the school community contains many pupils who are world and national leaders in their class and age group.

The school is well-known for its musical excellence and music is embedded in the school's wider culture and ethos. Over 400 pupils learn to play at least one instrument and there is an orchestra, 80-strong chapel choir, chamber choir, ceremonial marching band, concert band, big band and numerous ensembles, including many rock and pop groups.

All teaching staff contribute to our co-curricular programme, and as a result pupils can choose from over 80 activities and clubs each week. From our strong CCF and Duke of Edinburgh's Award programmes, to cooking, climbing, music, sport, art and design, STEM and so much more, there really is something for every child (and teacher!).



FACILITIES

Staff often remark on the enviable location and wonderful facilities available at RHS. The school was purpose-built in 1933 and its progressive design enables us to benefit from fantastic spaces, with some of the most inspiring views.

Over the last 90 years, the school has continued to invest in its infrastructure, providing modern, well-equipped classrooms alongside other impressive teaching spaces. Classrooms are all equipped with modern technology and the school recently invested in upgraded Wi-Fi, to ensure seamless digital access.

The investment in larger projects in recent years has focused on aspects that will benefit the most pupils, including our climbing wall, refurbished fitness suite and weights room, and the library, a beautiful modern study and learning space at the heart of the school.

In 2025, the school was delighted to open a brand new Sixth Form Centre, Sailing Hub and RHS Clubhouse, as well as a transformed Greenwich Hall.



WELLBEING



As a school we prioritise the importance of wellbeing in our whole community, including that of pupils, staff and parents, and are committed to promoting and protecting positive emotional wellbeing and mental health. Our aim is to help our pupils build strong foundations that foster good wellbeing for life.

The school is fortunate to have a large and well-resourced Health staffed by registered nurses, it also accommodates a daily doctor's surgery, a dental surgery and a wide range of specialist medical services including counselling and physiotherapy.

ENVIRONMENTAL SUSTAINABILITY



Staff and pupils actively identify and put into practice more environmentally sustainable ways of living and working, supporting and encouraging this both within and outside the school community. We have a proven track record of environmental responsibility and aim to further reduce our carbon footprint and renew our Gold Carbon Charter Award.



PERSON SPECIFICATION

The person specification highlights the skills, experience and qualifications that are required for this role. If you feel that although you do not meet all of these requirements you would still perform well in the role, we encourage your application.

EXAMS INVIGILATOR		
	Essential	Desirable
Experience and qualifications	<ul style="list-style-type: none"> • Experience gained within a customer services/teaching service environment would be ideal • Maths and English GCSE's or equivalent 	
Knowledge	<ul style="list-style-type: none"> • An understanding of safeguarding and child protection 	<ul style="list-style-type: none"> • Experience of working in administration • Experience of working in an educational setting
Personal skills	<ul style="list-style-type: none"> • Able to follow the school's safeguarding procedures and recognise when to report any concerns • Ability to lead an exam when necessary • Accuracy and attention to detail • Reliable, flexible and readily available during main exam periods • Effective communication skills and good interpersonal skills. • Ability to work to predetermined instructions • Common sense and initiative • Effective oral and written communication skills • Ability to work as part of a team and also alone as necessary • Ability to be firm but fair at all times • Ability to follow recognised procedures and policies • Good organisation, time management, communication and interpersonal skills • Be tactful, discreet and understands confidentiality • Must be able to stand still for long periods of time. • Able to work calmly under pressure and withstand stress 	<ul style="list-style-type: none"> • Ability to relate to teachers, other professionals, and students • Be confident and a reassuring presence to candidates in the exam room

JOB DESCRIPTION

EXAMS INVIGILATOR	
Reporting to	Exams Officer / Academic Administrator / Deputy Head (Academic)
Employment status	Casual hours (May - End of June)
Purpose and objectives of role	The individual in this position provides invigilation for external examinations at the school. The exam invigilator is responsible for distributing the material to the candidates, supervising the exam for the duration of the scheduled time and tidying away all exam materials to the exams office at the end of the allocated time.
Duties and responsibilities	<ul style="list-style-type: none"> To have an understanding of and commitment to maintaining the appropriate standards of confidentiality/security of examination materials. To adhere to the academies policies and procedures of the school. To report/communicate any problems/incidents/emergencies to the exams officer. <p>Before the Examination:</p> <ul style="list-style-type: none"> Tidy and straighten exam desks. Check seating cards are in place on desks Setting out examination materials as requested by exams staff Check clocks are at start time <p>Entry of Candidates:</p> <ul style="list-style-type: none"> Supervise entry of candidates into exam venue. Assist candidates to their correct seating position Check the date and time on the front of packs of exam papers, and to check that papers have not been tampered with prior to opening. Ensure candidates do not write on the papers until told to do so. Visually check on candidates to ensure that they do not have any unauthorised items on them. Complete a seating plan. <p>Start of Examination</p> <ul style="list-style-type: none"> Report any missing candidates to reception Supervise candidates during the starting announcements Collect watches, mobile phones and laptops <p>During Examination</p> <ul style="list-style-type: none"> Invigilate candidates by slowly walking up and down the rows Supplying supplementary paper to candidates Supervising students who need to use the toilet and rest breaks

	<p>End of Examination</p> <ul style="list-style-type: none"> • Supervising exits to assembly hall to ensure silence on dismissal. • Ensuring candidates do not leave hall with exam papers or stationery • Collecting up exam papers, booklets etc • Sorting completed scripts into candidate number order, and completing registers. • General tidying up after candidates have left <p>Other duties</p> <ul style="list-style-type: none"> • Supervising candidates with examination clashes over the lunch period • Invigilating individual candidates with extra time in small examination rooms • Corridor supervision • Invigilating in specialist examination rooms if required • General sorting or checking of examination papers/stationery • Checking completed scripts for candidate details • Putting up/removal of notices • Acting as a reader or scribe for pupils with access arrangements.
Safeguarding children	To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
Working time	<ul style="list-style-type: none"> • Morning Session - from 8.30am • Afternoon Session - from 1.40pm • Full or half day sessions are offered • Lunch included on site

HOW TO APPLY

APPLICATION PROCEDURE

Please follow the link on our website to complete a job application form and submit a covering letter (no more than two sides of A4), including details of two referees.

Applicants should provide within their personal statement an explanation of how and where they have experience in the areas and skills listed in the person specification.

If you have any queries regarding this role, or require any assistance with the application process, please contact the HR Manager on recruitment@royalhospitalschool.org or 01473 326200.

The Royal Hospital School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a DBS check and references.

NOTE: Although this document is designed to give a fair picture of the nature of the role and conditions of employment, it does not represent a legally binding contract. A separate contract of employment will be submitted for that purpose upon receipt of references and acceptance of a verbal offer made to the successful candidate.



THE BENEFITS



PENSION

Pension Scheme



FEE REMISSION

School/Nursery fee remission subject to the normal admissions criteria (pro rata for part time staff)



USE OF FITNESS FACILITIES

Fitness suite, 9 hole golf course, tennis courts and other sports facilities. Opportunity to engage in staff sports activities including weekly 5-a-side football, staff cricket team and staff climbing sessions.



HEALTH PROVISION

Health plan that provides significant coverage such as optical, dental, dental accident, chiropody, therapy treatments and health club concession. Access to Doctor line from anywhere in the world, scanning such as MRI, CT and PET scan. Employees Assistance confidential helpline.



PROFESSIONAL DEVELOPMENT

There are plenty of opportunities for staff development, including INSET.



DEATH IN SERVICE

The school has a Death in Service benefit of 2 x basic salary.



MEALS

Lunch provided during term time.



CYCLE TO WORK

Access to the Cycle to Work scheme.



COMMUNITY

You are joining a ready-made community where people are more than just colleagues. From the staff bar, The Clubhouse, to wreath making, wine tasting, quiz nights, safari suppers, and more (additional costs may apply) - this is a wonderful community to be a part of.



WESTFIELD REWARDS

Discounts from various high street and online outlets.



ONSITE PARKING

Free onsite parking.



REFER A FRIEND SCHEME

Refer a friend scheme up to £750.

Full details and terms & conditions are available on request.