

APPOINTMENT OF

EXAMINATION INVIGILATORS

CASUAL PART TIME



HAMPTON SCHOOL

Hampton is one of the country's leading, most successful and best-resourced independent schools and has been helping boys to fulfil their potential and realise their aspirations for over 460 years.

Established over 460 years ago, Hampton is one of the country's foremost, highest-achieving and best-resourced independent schools. Our community is vibrant, dynamic and happy, making it a wonderful place to teach and learn. Members of the Common Room are talented and hugely supportive of one another and their pupils; they share their love of learning with young people who are bright, intellectually inquisitive and aspirational.

Hampton is a lively, friendly and inclusive School community where we aspire to enable our boys to not only to make sense of the world, but also to want to go out and improve it. Above all, Hamptonians are encouraged and indeed expected to aspire to personal best while supporting those around them with kindness and respect.

Situated on a green-field site in a leafy suburb of South West London, we are fortunate to have 28 acres of playing fields within our spacious grounds. Pupils and staff alike benefit from first-class facilities across all areas of School life. These include a state-of-the-art 3G sportsground, a large and well-appointed Sports Hall, and the remarkable Hammond Theatre for the Performing Arts, along with an excellent library and specialist facilities for Art, Music, Science, Technology, Computer Science and Languages (Modern and Classical). Our older pupils enjoy impressive Sixth Form private study and Careers provision in The Barry Martin Centre.

The Millennium Boat House, shared with our neighbouring girls' school, Lady Eleanor Holles, has a prime location on the nearby River Thames, and provides the focal point for our popular and successful Boat Club.

Hamptonians' examination results and university entrance record consistently rank in the top echelon nationally and indeed internationally. Nearly all Hampton leavers go on to undergraduate courses at Russell Group or equivalent universities; around 25 pupils are offered places at Oxford and Cambridge annually, and a significant number move on to global top-10 universities. We also support pupils who wish to study at universities in North America, some of whom secure academic and/or sporting scholarships.

Hampton's notably diverse, socially inclusive nature is an especially cherished part of our DNA; we are far from being a stereotypical public school. Currently, 7% of our boys (around 100 in total) attend on means-tested, free places, many of which are funded by a separate but closely linked educational charity, The Fitzwygram Foundation.

'One of the most genuinely inclusive, diverse independent schools in the London area'.
Good Schools Guide



EXAMINATION INVIGILATORS

Hampton School is seeking to appoint additional Examination Invigilators to join our Invigilation team.

Examination Invigilators play an important role in the effective running and delivery of examinations. The role will primarily involve the supervision of candidates for Public Examinations taking place in April, May and June; Internal and Mock Examinations from the beginning of January and start of June for two weeks each year. There is an occasional need for invigilators outside of these core times to support our Modern Language and Admissions departments.

The role of an Invigilator is to assist with the conduct and supervision of the School's public examinations to ensure that they are carried out in accordance with the JCQ, Cambridge International and awarding body statutory rules and regulations.

Examination Invigilators will be required to undertake various duties associated with all the different types of examinations the school runs at all levels of qualifications and of varying durations. This will primarily involve supervision of candidates for GCE, GCSE and IGCSE. Public Examinations; Internal Examinations, Mock Examinations and on occasion Entrance Tests as part of our Admissions process.



KEY RESPONSIBILITIES

Examinations Invigilator will be required to:

- Be part of a team of invigilators in a large venue, with one or more Lead Invigilators in charge of up to 320 candidates. Supervision ratio of 1:30/1:20 candidates
- Support a Lead Invigilator in a separate room for students requiring specific support in the form of an access arrangement
- Support word processing examinations in a dedicated computer room
- Provide 1:1 invigilation for a candidate requiring individual supervision
- Invigilation of candidate requiring a scribe or reader or other specific arrangements to assist candidates with SEN
- Arrive promptly, up to 1 hour before the start of an examination session
- Be fully conversant with the JCQ, Cambridge International and independent Awarding Board rules and regulations and the procedures as documented in the Examinations Invigilator Handbook
- Have read all examination policies and procedures
- Maintain a calm and reassuring presence and be empathetic to the needs of the students
- Take instruction from the Public Examinations Officer, Deputy Examinations Officer or Lead Invigilator as to the duties allocated to you during the examination session
- Notify the Lead Invigilator if a candidate raises a concern or problem regarding the examination paper or if you have any concerns over candidate behaviour, malpractice or any other issue
- Provide a written report in the event of an incident and attend regular update/examination meetings during the academic year
- Be prepared to work at very short notice to cover an absence or to meet operational needs
- Read and understand the School's Safeguarding and Keeping Children Safe in Education policy
- Be familiar with the School's fire evacuation and lockdown procedures
- To act as Fire Marshal and First Aider as required. Training will be provided.
- Any other reasonable tasks required by The Headmaster and/or Bursar in association with the above role..



PERSON SPECIFICATION

The successful candidate will have the following experience, skills and personal attributes:

- Be able to follow instructions and be consistent in approach to invigilation
- Good organisational, communication and interpersonal skills
- Reliable and punctual with the ability to work as part of team or independently, as required
- Ability to work under pressure, remain calm and be empathetic to a candidates' needs whilst remaining compliant to regulations
- A sense of responsibility, the ability to pay attention to detail and remain vigilant for long periods of time
- A willingness to undertake additional tasks, as required
- Confidence and willingness to ask questions
- Eager to learn, complete and actively engage in training sessions provided, and attend Team INSET Meetings as necessary
- Demonstrate discretion and compliance with the provisions of data protection law and the School's own privacy policies treating all exam materials and candidate information as confidential, using such information in an appropriate manner and at all times
- Demonstrate an understanding of and commitment to the principles of equality and diversity
- An understanding of the need for confidentiality and Data protection in line with GDPR
- IT skills: With increasing reliance on technology, the successful candidate should have basic knowledge of MS Office in particular, be familiar with Word, Excel, TEAMS and Outlook for email. Be open and prepared to learn/engage with SharePoint and OneDrive along with third party software which assists the running of exams. Support and training provided.



INDUCTION, TRAINING, TEAM MEETINGS & WORKING PATTERNS

Induction & Training

- You will be required to attend induction training on **Tuesday 9 March 2027**. The training session will start with registration at 8.30am and finish approximately 5.00pm. The induction session will be paid
- Full training will be provided during the induction. Ongoing training will be required throughout the academic year
- Opportunities may also be provided to train as a Lead Invigilator

Team Meetings

- The first full team meeting will take place on **Wednesday 10 March** between 1pm and 3pm. There is an additional meeting on **Monday 21 June 2027.** You are expected to be able to attend up to five meetings during the academic year, which cover compliance updates and DBS requirements
- Team meeting dates for the **2027/2028** academic year will be **Tuesday 21 September 2027, Thursday 25 November 2027** and **Wednesday 8 March 2028**.
- *Some ad-hoc invigilation, admissions and other training during the year may be available*

Working pattern for 2026 / 2027

Main invigilation period for 2026/7 *(provisional and subject to change* **26 April until 18 June 2027 (to be confirmed).**

Applicants **must** be available to work during the entirety of the periods above and potentially all day and from 8am until 4.30pm / 5.00pm on a rota basis.

In addition to the mock exams above, **full commitment** is required **24 – 28 May** and **7 - 18 June**. Before May half term this is very busy with Public exams whilst after, both public and internal exams run concurrently. Weeks either side of these dates are usually less busy however we would still expect you to be able to commit to shifts allocated to you.

Additional invigilation sessions covering other public, internal and entrance exams take place throughout the year and as operational needs dictate – dates will be advised when known.

Please note carefully all periods above, the working periods replicate most years with little change. You will be required to confirm your availability during interview.



CONDITIONS OF SERVICE

- No guarantee can be given as to how many invigilation sessions you will be allocated during each year
- Invigilation sessions will be agreed in advance of all examination periods
- In addition to exam time, you will be required to attend regular meetings, usually four but up to six per year each lasting 2-3 hours. The meetings cover updates, new procedures and will be held during term time
- You may also be asked/required to assist with the invigilation of entrance exams held in January and other times during the academic year.
- Work sessions can be flexible but only where the key periods can be fully covered by availability
- All holidays must be taken at a time convenient to the School and with the prior consent of your immediate supervisor. Holiday cannot be taken during key public or internal examination periods, save in exceptional circumstances and with the prior written approval of your immediate supervisor and/or the Bursar
- You will be required to sign a confidentiality form and comply with the provisions of data protection law and the School's own privacy policies
- An enhanced DBS disclosure and barring service, health check and evidence of eligibility to work in the UK will be needed and references will be taken up before the start of employment.

SALARY & BENEFITS

The current salary is £16.59 per hour including holiday pay. You will be paid by bank transfer on the 25th of the month, or next working day thereafter and payslips will be available via the school HR portal.

The number of working shifts you will be offered cannot be guaranteed. Hours will be flexible to meet the operational needs of examination requirements of the School and as directed by the Exams Officer or the Deputy Exams Officer.

The Hampton School Trust Governors also currently offer the following non-contractual benefits to support staff, subject to any terms and conditions and the School's eligibility requirements: death-in-service benefit insurance policy; Pension Scheme, personal accident insurance, cycle to work scheme, lunch, sports facilities and counselling.

Please note that the above list is not exhaustive and non-contractual benefits are provided at the discretion of the Governors.

This document is designed to provide applicants with a "flavour" of the position and responsibilities and is not necessarily comprehensive, however, the employee may be called on to perform other tasks as directed by the Examinations Officer, Bursar, Headmaster or anyone acting on their behalf.



EQUAL OPPORTUNITIES

It is the policy of Hampton School to provide equal employment opportunities for all qualified individuals and to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. Hampton School promotes equal employment opportunities in all aspects of employment through positive employment policies and practices.

Offers of employment will be made on merit and suitability of qualifications and experience, in pursuit of our policy of equal opportunities.

If any special requirements or access arrangements are required to attend an interview, please inform the School.

SAFEGUARDING

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy and Procedures at all times.

This post involves working with children, it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

The School reserves the right to offer the post at any stage in the appointment process.

Please note **all appointments are subject to the Hampton School Trust Recruitment, Selection and Disclosure Policy and Procedure.**

Closing Date 12.00 noon on Friday 22 January 2027

Further details about the post and an application form are available on the School website's vacancies page.

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www.hamptonschool.org.uk