

EXAMS INVIGILATOR

Candidate Pack



HEADTEACHER'S WELCOME



Thank you for your interest in applying to Dame Alice Owen's School. Though much of the information we have about our school is available on our website, we know you are busy so have put some key information in this pack to help you understand who we are and what we do.

Our school was founded 400 years ago by Dame Alice Owen, a remarkable philanthropist with an unusually modern vision for education. She established the first school in Islington and, as demand outstripped space, it moved to its current setting, in the Hertfordshire countryside, in 1976.

Today, Owen's is an exciting place to work where *"staff overwhelmingly feel well cared for"* and behaviour is *"exemplary."* [Ofsted December 2023] Ours is a school where teachers love talking about teaching and learning, where relationships between students and staff are positive and strong, and where we do what we can to keep workload manageable. We are never complacent; we are always looking for marginal gains in order to keep what we do reasonable, but exciting. It is the combination of interested students, dedicated staff, supportive parents, a rigorous and empathetic Governing Body and school leadership team (staff and student) which makes our school such a special place to be.

Dame Alice Owen's School is a mixed, partially selective secondary school with approximately 1,470 students including over 450 in our vibrant and highly successful sixth form. Our school benefits from some of the most able students in the country. In the 2025 A level examinations; 66% of all A level grades were A*-A with 89% of grades being awarded A*-B. In GCSE examinations, students achieved an average Attainment 8 score of 73.6 with 29% of all grades awarded at level 9 and 95% of students achieving 5 or more grades 9 – 4 including English and Maths (there is no Progress 8 score for 2025 due to Covid but in 2024 it was +0.92). Many of our school leavers from Year 13 have offers from top universities to choose from, including an average of 15 places at Oxbridge each year.

We were delighted to be recognised as 'The Sunday Times Regional School of the Decade' in 2020 and the country's highest ranking non-fully selective *state school of the year* many times over, including for 2025! Securing a place at Owen's has been described as *"winning the lottery"* in the Good School Guide, *"the golden ticket"* in Tatler and Ofsted judged us *"outstanding"* in all categories in December 2023, with no areas for improvement.

If you'd like to come and join us, we would love to meet you and talk to you more. Please call to arrange a chat, if you would like to, or just send us your completed application pack. I look forward to meeting you

Hannah Nemko
Headteacher



EXAMS INVIGILATOR

Zero hours contract

Required as soon as possible

Available to work at least 3 days a week during busy exam periods, especially in January, May and June
Hourly pay of £12.21 (plus holiday pay)

Closing date: 9am, Thursday 16 October 2025

Interview date: Thursday 23 October 2025

We reserve the right to make an appointment before the closing date, so early applications are encouraged.

The Governing Body of this highly successful, partially selective, mixed school invites applications for Exams Invigilators to join our busy Exams team. Exams Invigilators play a crucial role in upholding the integrity and security of exams and the assessment process and must conduct exams in accordance with all the relevant rules and regulations. They play a big role in supporting students with special exam access arrangements. Reporting to the Exams Officer and the Assistant Exams Officer, successful candidates would be joining a team of existing invigilators headed up by a number of experienced lead invigilators. If successful, you would be responsible for the smooth running of the exams taking place in your exam room and dealing with any issues as and when they arise. This may be in a large main exam room working as part of a big team and/or in a small room on your own once you have built up sufficient experience. Experience is not necessary to start with, as full training will be provided.



WHY WORK AT OWEN'S

At Dame Alice Owen's, we appreciate that when staff are well looked after, and conditions are right for learning, students and staff thrive.

Owen's has a relaxed, supportive environment, the atmosphere is friendly and collegial and staff are nurtured and supported. Students at Owen's are engaged, well-motivated and behavioural issues are rare and well managed. The Senior Leadership team are fully aware of the importance of a good work life balance and are mindful of this when supporting the teams they line manage. Meetings are kept to a minimum. There are regular, whole staff and departmental social events throughout the year, and, with a nod to our 400 year old traditions, Owen's is often a fun and interesting place to be.

Working at Owen's is not just a job; it's a fulfilling and rewarding experience that goes beyond the classroom, positively shaping both students' futures and the careers of all those who work with them. If you would like to work in a school where your passion for supporting young people and contributing to their future success can truly flourish, Owen's is the perfect place for you.

In addition to this we also offer a variety of benefits including:

- Access to an Employee Assistance Package, which provides staff with a wide range of health and wellbeing services including 24 hour access to a GP;
- Excellent facilities and resources including a Fitness Suite which is open to all staff for certain hours outside of the school day;
- Free on school site parking;
- Staff child places, in line with our admissions procedures;
- A great location - the school is situated on an attractive 35-acre site in the Green Belt. Central London is easily reached, in 15 minutes, by rail from Potters Bar and the school is close to motorway links.

Hear from members of our Staff in the [video here](#) about why they enjoy working at Dame Alice Owen's School.



JOB DESCRIPTION

Post Title: Exams Invigilator
Responsible to: Exams Officer (EO) and Assistant Exams Officer (AEO)

Key responsibilities:

- To conduct exams in accordance with the Joint Council for Qualifications (JCQ), awarding body and Dame Alice Owen's School regulations and instructions;
- To have a key role in upholding the integrity and security of the exams/assessment process.
- To support students and facilitate the provisions of approved exam access arrangements.

Main duties and responsibilities include but are not limited to:

- Report to and be briefed by the EO/AEO prior to each exam session.
- Keep confidential question papers and exam materials secure before, during and after exams.
- Ensure exam rooms are set up according to the regulations and requirements of the exams.
- Admit candidates into exam rooms under formal exam conditions.
- Identify candidates and seat candidates according to the required arrangements.
- Distribute the correct question papers and exam materials to candidates.
- Instruct candidates on the conduct of their exams and deal with candidate questions.
- Supervise and observe candidates at all times and be vigilant throughout exams.
- Keep disruption in exam rooms to a minimum and deal with emergencies or irregularities effectively.
- Record/report any incidents, disruption or irregularities.
- Complete attendance registers.
- Instruct candidates in finishing their exams and collect exam scripts and materials.
- Dismiss candidates from the exam room.
- Check candidates' names on exam scripts match the details on the attendance register.
- Securely return all exam scripts and materials to the EO/AEO.
- Attend training, update and review sessions as required and complete online training and assessment annually to ensure you are prepared for each academic year.
- Undertake, where required and where able, other duties requested by the EO/AEO, for example:
 - Lead a large main exam room and manage the team of exam invigilators assigned to the room (enhanced pay will be awarded);
 - Facilitate specific high-level access arrangements, for example as a reader or scribe (enhanced pay will be awarded for acting as a reader and scribe specifically);
 - Supervise exam timetable clash candidates between exam sessions (centre supervision);
 - Other exams-related administrative tasks including maintain question paper security by supporting the 'second pair of eyes check';
 - Assist with packing up exam scripts for dispatch to the relevant awarding body at the end of each exam session.

PERSON SPECIFICATION

Personal	Desirable/ Essential
Reliable, flexible and readily available during the main exam periods (minimum 3 days per week during busy exam periods)	E
Excellent time-keeping and organisational skills	E
Excellent attention to detail	E
Effective communication skills	E
Resourceful, patient and resilient with a calm and unflustered manner when under pressure	E
Good interpersonal skills	E
Good teamworking skills	E
Be a confident and a reassuring presence to candidates in exam rooms	E
Good general IT skills	E
A good sense of humour!	E
General	
Experience of invigilating	D
Invigilators are required to confirm and commit to their availability in advance of the main exam periods	E
Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times	E
Qualifications and Training	
Good level of education, especially literacy and numeracy, seen through qualifications in line with 5 GCSEs inc. grade C/4 in English and Maths	E

HOW TO APPLY

Applications will be accepted by completion of an application form via MyNewTerm on our vacancies page - <https://damealiceowens.herts.sch.uk/introduction/vacancies/>. We are not able to accept CVs for any posts based in school.

To arrange a tour or informal discussion about this position, please contact Leigh Carpenter, Exams Officer, via examsupport@damealiceowens.herts.sch.uk

The school is committed to safeguarding children, young people and vulnerable adults and promoting the welfare of children and expects all staff to share this commitment. Please take time to read our [Safer Recruitment](#) and [Safeguarding and Child Protection](#) policies.

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and applicants will be required to declare any convictions, cautions, reprimands and warnings that are not “protected” (as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020)). Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, scrutiny of the information provided in your application form and an enhanced Disclosure and Barring Service disclosure check.

We fully appreciate the time and consideration which go into applying for a new job. If there is anything we can do to help you through this process or if you have any general enquiries, please do not hesitate to ask via recruitment@damealiceowens.herts.sch.uk

