



FIDES et OPERA

BROMLEY
HIGH SCHOOL

GDST
GIRLS' DAY SCHOOL TRUST



Examinations Invigilator

November 2025

RECRUITMENT BRIEF

The Role

This is an exciting opportunity to join the Examinations team of an outstanding HMC school with an exemplary reputation for academic results, innovation, and pastoral care. Bromley High School is a consistently oversubscribed academically selective girls' school with 900 pupils from 4-18 and is a member of the Girls' Day School Trust (GDST).

We have a couple of positions available to join our friendly team of Examination Invigilators.

The successful candidate will be required to follow instructions, work on their own initiative, and have strong interpersonal skills. Key skills for this role include having a flexible and reliable approach and a keen eye for detail. A confident communicator who is comfortable working well under pressure would also be an advantage. This role is based on a zero hours' contract.



Job Description

Job purpose:	To ensure that examinations are carried out in accordance with regulations, and to provide candidates with a positive and supportive, yet strict exam experience. Examination Invigilators play a key role in upholding the integrity and security of the examination/assessment process.
Accountable to:	Data and Examinations Manager
Accountabilities:	General requirements • Experience of invigilation is not required as training in the role and duties of an invigilator will be provided • Invigilators are required to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them • Invigilators are required to confirm their availability in advance of main exam periods • Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times An ideal candidate will: • be reliable, flexible and readily available during main exam periods • have effective communication skills and good interpersonal skills • work well as part of a team • be confident and a reassuring presence to candidates in exam rooms • be able to give instructions and manage situations involving different groups of people • have basic IT skills (familiar with use of email, mobile phone messaging etc.) Before exams • Report to and be briefed by the Exams Officer (or in their absence, the Senior Invigilator) prior to each exam session • Keep confidential exam question papers and materials secure before, during and after exams • Ensure exam rooms are set up according to the requirements • Admit candidates into exam rooms under formal exam conditions

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| | <ul style="list-style-type: none">• Identify candidates and seat candidates according to the required arrangements• Distribute the correct question papers and exam materials to candidates• Instruct candidates in the conduct of their exams• Deal with candidate questions• Start exams |
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During exams

- Supervise and observe candidates at all times and be vigilant throughout exams
- Keep disruption in exam rooms to a minimum
- Deal with emergencies or irregularities effectively
- Record/report any incidents, disruption or irregularities
- Complete attendance registers
- Deal with candidate questions according to the regulations

After exams

- Instruct candidates in finishing their exams and collect exam scripts and exam materials
- Dismiss candidates from the exam room
- Check candidates' names on scripts, match the details on the attendance register
- Securely return all exam scripts and exam materials to the exams officer

	Other tasks • Undertake training, update and review sessions as required (prior to invigilating any exam in a new academic year) • Undertake relevant online invigilator training and assessment for that academic year • Undertake, where required and where able, other duties requested by the Exams Officer, for example • centre supervision of exam timetable clash candidates between exam sessions • facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided) • other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'
Training & development of self and others	• Familiarise with GDST safeguarding procedures and keep up to date with legislation. • Regularly review own practice, set personal development targets and take responsibility for own continuous professional development. • Engage actively in the performance review process and undertake training relevant to the responsibilities above or related functions.
Review and amendment:	This job description should be seen as enabling rather than restrictive and will be subject to regular review.

Person Specification

Qualifications/Attainment

- a. GSCE Maths and English - grade C or above (D)

Experience

- a. Experience of working in an educational setting (D)

Skills required

- a. Excellent communication skills (E)
- b. Well organised, able to approach work methodically and able to prioritise (E)
- c. Able to establish and maintain administrative systems and records (E)
- d. Excellent English written and verbal communication skills (E)
- e. Ability to follow verbal and written instructions (E)
- f. Good interpersonal and team working skills (E)
- g. Good problem-solving skills (E)
- h. Excellent attention to detail (E)

Knowledge Base

- a. High level of ICT literacy including Microsoft Office (D)
- b. An understanding of child protection issues (D)

Attitude/Approach

- a. Discreet and able to deal with confidential information (E)
- b. To work under pressure and on one's own initiative (E)
- c. Reliable and punctual (E)
- d. Flexible and adaptable (E)
- e. Willingness to learn new skills (E)

E= Essential D= Desirable

You Will Be

Positive & Enthusiastic

Professional & Motivated

Flexible & Approachable

You Will Have

A proactive attitude with the ability to get things done

A true passion and interest in girls' education



All Members Of Staff Are Expected To

Support the school vision and the current school objectives outlined in the School Development Plan

Contribute to the school's plan of extra-curricular activities

Support and contribute to the school's responsibility for safeguarding students

Respect the health and safety policy, ensuring a safe working environment for staff, students and visitors

Work within the GDST's Diversity Policy, promoting equality of opportunity for all students and staff

Maintain high professional standards of attendance, punctuality, appearance, conduct positive, courteous relations with students, parents and colleagues

Engage actively in the performance review process

Adhere to policies as set out in the GDST Council Regulations, Notes of Guidance and GDST circulars

Undertake other reasonable duties related to the job purpose required from time to time



Salary & Benefits

The starting salary for this post is GDST Support Grade 2 £28,587 FTE. The salary will be £15.27 per hour based on a zero-hour contract.

How To Apply

Applications must be received by **8.00am on Monday 10th November 2025**.

Interviews will take place **on Thursday 13th November 2025**.

Please note that early applications are encouraged and the position may be closed sooner in the event of sufficient suitable applications being received.

Please apply sending a covering letter and completed application form to hr@bro.gdst.net.

CVs are welcomed but they must accompany a fully completed application form.

We are an equal opportunities employer and welcome applications from all qualified individuals. To be eligible for employment candidates must provide proof of their right to work in the UK.

Bromley High School and the GDST are committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Any candidate wishing to seek additional information should contact:

Mrs Devaney, Data and Examinations Manager – m.devaney@bro.gdst.net

www.bromleyhigh.gdst.net

