



KING'S COLLEGE SCHOOL WIMBLEDON



EXAMINATION INVIGILATOR



WELCOME TO KING'S COLLEGE SCHOOL

Thank you for your interest in joining our school community.

King's is one of the most successful schools in the world, and our community is a special place to teach, work and learn. Educating almost 1,500 pupils, we currently welcome boys aged 7-18 and girls aged 16-18, and our pre-preparatory school, Wimbledon Common Prep School (WCPS), educates up to 180 pupils aged 4-7. We are excited to be gradually extending co-education throughout the King's Corporation of schools from 2027 at WCPS, from 2029 in the junior school, and from 2033 in the senior school.

Our pupils are curious, creative and eager to learn, and the dedication, expertise, and care of our staff lie at the foundation of everything we do. Located in a peaceful part of London, opposite 1,140 acres of countryside offered by Wimbledon and Putney Commons, within minutes of central London and just a short walk from Wimbledon Village and the home of lawn tennis, we are fortunate to enjoy a green and well-resourced campus.

Our school was founded in 1829 by Royal Charter as the junior department of the university, King's College London, and as such, intellectual aspiration and a progressive spirit are our heritage. Today, we offer an education of the whole person, in Mind, Spirit and

Heart, the enduring ethos of our foundation. Our guiding mission is to look outwards, to the world beyond school, and to life at 25: we look to the lives we are preparing our young people to lead, so that when the time comes, they are ready to forge the pathway they choose, and to make a purposeful impact in the world.

We aim for each of our pupils to enjoy an exhilarating adventure of learning and to pursue academic excellence within a fun, caring, welcoming environment. Academic outcomes at A level, IB and GCSE consistently place King's amongst the very top schools nationally and globally, with over half of A level and IB grades at A* or equivalent last summer.

Supporting our pupils to grow strong in spirit, in the shared values and qualities of character that will ground them, is equally important at King's. Kindness, respect and support for one another, a broad-minded outlook and a commitment to ensuring that ours is a community where each individual feels that they can belong, are central to our ethos.

Likewise, we share a deep commitment to the co-curriculum, which enables our pupils to develop broad skills and resilience as well as to discover lifelong passions through clubs and societies, CCF, Duke of Edinburgh, sport, the arts, and community partnerships.



WELCOME TO KING'S COLLEGE SCHOOL

The next few years represent an exciting time for King's as we embark upon the next chapter of the school's development and prepare to enter our third century in 2029.

Over the coming decade, we are extending co-education throughout King's so that any young person will have the opportunity to flourish here. With the relocation of our junior school to a new world-class campus on The Downs, we plan to transform our main campus over the coming years, further enhancing our facilities to extend the opportunities on offer to our pupils and communities. Last year, we established a charitable foundation for bursaries with the ultimate aim of becoming need blind as a community, and as the world changes around us, we are constantly considering how we can best enable our pupils to create their futures. We hope you consider joining us for this adventure.



Dr Anne Cotton
Head



THE ROLE

Each academic year we require a team of invigilators to assist the exam department in ensuring awarding body regulations are strictly upheld during public examinations, invigilating IB, A Level and (I)GCSE qualifications. The majority of public exams take place during late April, May and June (7-8 weeks) however invigilators are also required for our formal mock examinations, which are held in January (2 weeks). These are the core periods of employment however we also offer other opportunities to invigilate during the academic year, including for school admissions tests, US College Board exams, language and music exams, and resits, as well as the opportunity to be involved with stewarding for our King's Arts Festival in late June.

We are seeking individuals to invigilate both internal and public examinations during the 2026-27 academic year, with the possibility of continued employment in subsequent years. This year's core exam dates are:

- Wednesday 6th January to Tuesday 19th January 2027
- Monday 26th April to Friday 18th June 2027

Applicants need to be available throughout those core periods, ideally for more than five sessions each week (a session is either a morning or afternoon session) and the flexibility to work beyond the end of the school day,

with some exams finishing around 5.30pm. Morning sessions typically begin at 8.00am with afternoon sessions starting at 12.00pm.

Before applying, please check:

- that you can reliably travel to school for a 8.00am start, where required
- your journey time using a journey planner or other travel app
- that the examination periods do not clash with university term dates, examinations, holidays, other employment or other commitments

The post is offered on a flexible zero-hours contract, with hours offered in accordance with the examination schedule or on an as-and-when-required basis. There is no guaranteed minimum number of bookings per week or per month.

Invigilators are required to attend initial exams training, an annual update session in the autumn term and a summer briefing prior to the start of the summer season. Any statutory training provided by the school must be completed before undertaking any invigilation duties.



THE ROLE (continued)

Main duties and responsibilities

- assist in the setting up of examination venues along with distributing examination stationery and examination papers in accordance with regulatory guidelines
- follow directions given by members of the King's examinations team and notify the team of any concerns and queries as quickly as possible
- assist in the registration of candidates and the recording of late arrivals
- start the examination when necessary, reading formal announcements as provided and clearly enough for all candidates to hear
- remain focused on candidates throughout, without reading, engaging in other work or using personal devices, ensuring the fair and proper conduct of examinations
- move around the examination room discretely, speaking to colleagues only when necessary and then quietly
- instil and maintain a calm and quiet environment in the examination room
- manage access arrangements for pupils awarded arrangements such as extra time, rest breaks or word processors in accordance with JCQ/IB guidelines
- deal with candidate queries as they arise, and with any examination irregularities in accordance with regulatory guidelines
- supervise/escort candidates to and from examination rooms when in clash supervision or during a toilet break, and ensure that no unauthorised materials are referred to by a candidate during an escorted/supervised break
- collect and collate examination scripts at the end of an examination as requested by the examinations team and in accordance with awarding body guidelines
- dismiss and supervise candidates when leaving an examination and ensure they depart in a quiet and orderly manner



THE PERSON

The ideal candidate will:

- be responsible, reliable, and punctual, with an excellent work ethic
- be able to communicate clearly and professionally with pupils and colleagues
- be personable and able to relate to young people in stressful situations with care, discretion and respect for confidentiality
- be a committed team player with the ability to work independently
- be comfortable and able to work in a time sensitive, high-pressure environment
- have a calm, organised attitude and an eye for detail
- be able to uphold the integrity of the exams process, supporting pupils so they can perform to the best of their abilities
- be computer literate and comfortable using Microsoft Office Suite or similar
- preferably have previous experience of working in an educational environment
- be completely aligned with the aims and objectives of King's College School

TERMS & CONDITIONS

- Hourly rate: £16.00
- Statutory paid holiday – paid pro rata (according to hours worked)
- Employment as an invigilator is classed as 'casual work' and there is no obligation on the school to provide work
- There is no obligation on the individual to accept work up until session bookings are confirmed. Once confirmed, bookings are considered a firm commitment to work
- Invigilators are expected to attend training/exam briefing sessions (paid), and complete statutory safeguarding, fire, health & safety training as part of their ongoing employment
- 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

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



HOW TO APPLY

To apply for this role, please register your details online via our website 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. You will be asked to fill an online application form which includes a cover letter.

Cover letter: Please use the cover letter to explain how your own skills and experiences match the person specification for this role. The cover letter is an opportunity for you to share with us how you are suited to this role, how your skills are transferable to the key requirements, and your relevant life experiences or interests. The cover letter should be no more than 1000 words.

Closing date: Friday 9th October 2026 at 9am

Interviews: Friday 16th October 2026

Training date (mandatory): Monday 23rd November 2026, please note, if you are not available to attend the training date given we will be unable to progress your application at this time

Early applications are encouraged; interviews may be staged and we may choose to appoint at any time during the application process.

We welcome enquiries or questions regarding this position, including about adjustments to be made during the recruitment process: please contact recruitment@kcs.org.uk or telephone the HR department (020 8255 5308) to find out more.

Arrangements will be confirmed prior to interview, and further details will be provided.

We are happy to reimburse reasonable travel expenses.

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



"My experience of working at King's has been overwhelmingly positive. It is a beautiful place to work, but it is the people who really make it special. I have found all of the staff to be warm, friendly and incredibly aspirational for the pupils and the school."

- Mrs Beverley Hunter
Bursaries and Access 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



SAFEGUARDING AT KING'S

At King's, we recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils.

We make every effort to provide an environment in which children and adults feel safe, secure, valued and respected, and feel confident to talk if they are worried, believing they will be effectively listened to.

We are alert to the signs of abuse, neglect and exploitation, and follow our procedures to ensure that children receive effective support and protection. Child protection forms part of the school's safeguarding responsibilities.

We follow the Merton Children's Safeguarding Partnership procedures and have several policies and procedures in place which contribute to our safeguarding commitment, including our Child Protection & Safeguarding Policy. A copy of this policy is available on our school website: <https://www.kcs.org.uk/safeguarding-at-kings>. The purpose of this policy is to provide staff, volunteers, and governors with the framework they need in order to keep children safe and secure in our school. The policy also informs parents and carers about how we will safeguard their children whilst they are in our care.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment. Those applying to work at King's will be required to undergo rigorous child protection screening; pre-employment checks include (as relevant to the role and individual):

- past employers (references will be requested for shortlisted candidates prior to interview in line with **Keeping Children Safe in Education**)
- the Disclosure and Barring Service (including a barred list check)
- a prohibition from teaching check
- a Section 128 check (prohibition from management or governance)
- identity checks
- right to work checks
- overseas checks
- verification of qualifications and/or professional status
- fitness to work checks

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974.



INCLUSION AT KING'S

King's aims to be a diverse and equitable environment where all staff and pupils feel they belong. The community aims to foster an ethos of social awareness and respect for difference, creating a welcoming and inclusive culture where every member of our community is valued and respected as their authentic self, regardless of difference. Establishing this sense of belonging and community is central to the ethos of King's and is outlined in the 'Inclusivity at King's' statement.

The school has developed a comprehensive equality, diversity and inclusion (EDI) programme that spans all areas of school life, including our wider school community. Our director of EDI oversees our work in this crucial area, working closely with our EDI mentors who support pupils around issues including sexuality, gender and race.

There are a wide range of thriving pupil advocacy and discussion groups who meet regularly, including our African Caribbean society, our East and South-East Asian society, our Pride group, our neurodiversity society, our interfaith discussion group and Her'd, our group for girls. Alongside this, the school holds regular talks and workshops on EDI topics to ensure that inclusivity remains a central part of the daily life at school and is at the heart of all that we do.

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.

If you have any support requirements that require adjustments to be made during the recruitment process, please let us know in advance so that any support, aids or adaptations can be put in place to assist you. Examples can include, but are not limited to, a request for extra time, a wheelchair accessible interview room or alternative format of assessment papers such as audible, Braille or large print versions.



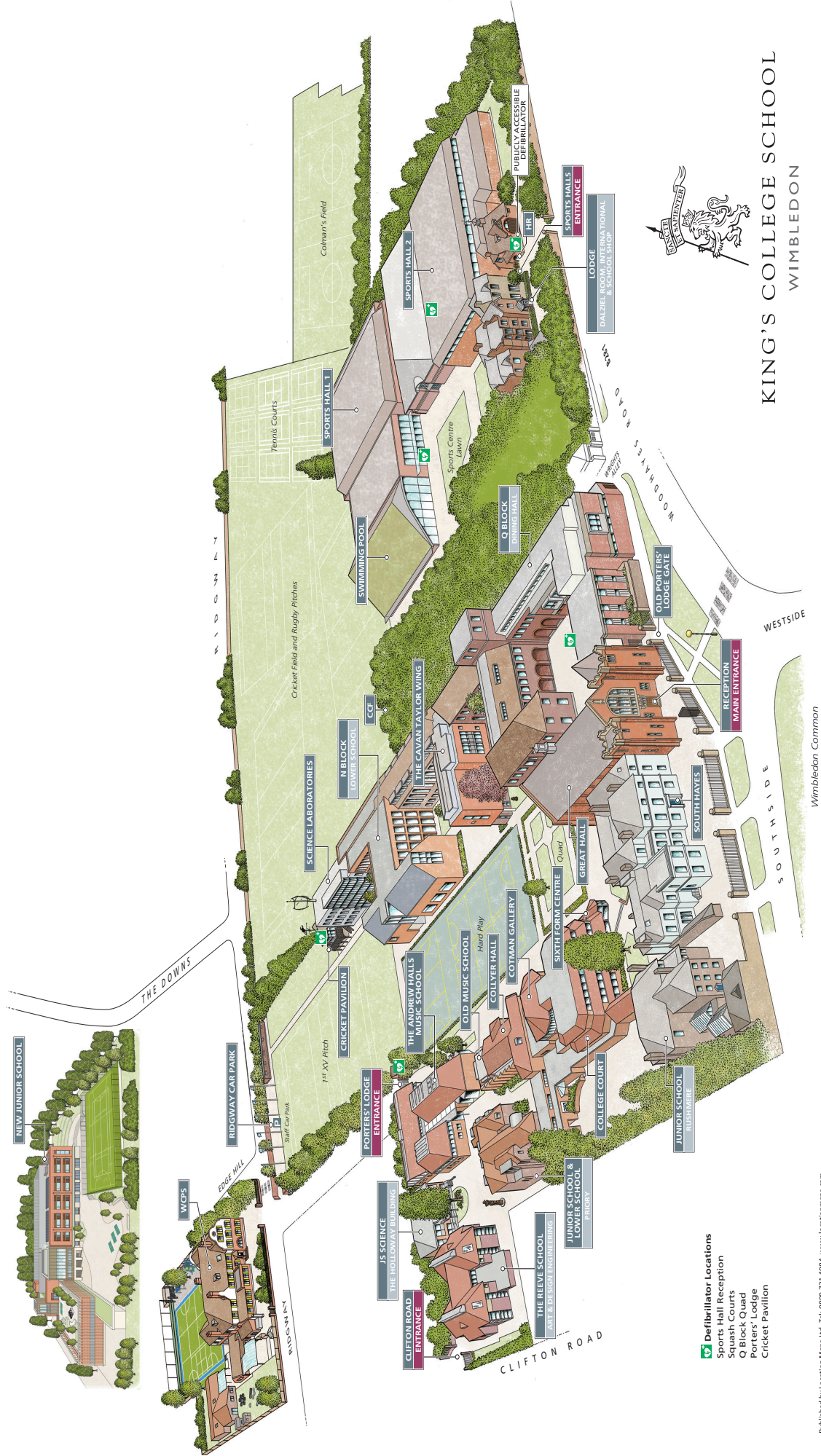
LIVING AND WORKING IN WIMBLEDON

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 is one of the safest parts of London and provides a wonderful mix of town and village life. The streets are bustling and lined with bars, restaurants and shops and the charming children's Polka Theatre is situated in the centre of Wimbledon. 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. There is a morning shuttle bus for staff which runs from Wimbledon Station to the school.

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 Ashted are popular choices.



Defibrillator Locations
 Sports Hall Reception
 Squash Courts
 Q Block Quad
 Porters' Lodge
 Cricket Pavilion

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