

Candidate brief for the position of
Exam Invigilators – Chislehurst School for Girls

Application Deadline: 9am on 5th October 2026



**Chislehurst School for Girls
is part of Lumero Educational Trust**



Dear Applicant

Thank you for expressing an interest in working in our Trust. This pack tells you more about our Trust, Chislehurst School for Girls, the role and the person we are looking for.

As a Trust, we comprise of eight primary schools and four secondary schools across the London Boroughs of Bromley and Croydon, as outlined on the next page.

Our overarching aim for all our schools is **learning together, inspiring all**. We are committed to **excellence**, having great aspirations for our children and young people, and encouraging them to seek out and take hold of opportunities. Our drive for excellence is supported by our **collaboration**, and we are committed to sharing expertise to empower and inspire all individuals in our schools to thrive in a global world. This is underpinned by **inclusion**. We celebrate and respect the diversity in our communities, and we have a shared expectation in everyone to achieve in an ever-changing world.

This is an exciting opportunity for a motivated and passionate individual to join our team and make a real impact upon on our students, helping to shape their future.

This post is available from September and would suit someone who is hardworking, dedicated and keen to work in an aspirational educational trust.

Please complete the application form as fully as possible.

We very much look forward to hearing from you.

Yours sincerely



Terry Millar
Chief Executive

Our Schools



BIGGIN HILL
PRIMARY SCHOOL



BULLERS WOOD
SCHOOL FOR BOYS



BULLERS WOOD
SCHOOL FOR GIRLS



CHARLES DARWIN
SCHOOL



CHELSEFIELD
PRIMARY SCHOOL



CHISLEHURST
SCHOOL FOR GIRLS



DARRICK WOOD
JUNIOR SCHOOL



GREEN STREET GREEN
PRIMARY SCHOOL



THE HIGHWAY
PRIMARY SCHOOL



ORCHARD WAY
PRIMARY SCHOOL



TUBBENDEN
PRIMARY SCHOOL



PRATTS BOTTOM
PRIMARY SCHOOL

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Chislehurst School for Girls

Chislehurst School for Girls is a happy and highly successful place of learning for girls aged 11-18, and boys 16- 18 where students have every opportunity to excel academically, flourish personally and reach their full potential.

We are committed to the pursuit of academic excellence and to developing the leaders of tomorrow. Our strong pastoral support and commitment to mutual respect enable all our students to discover their strengths and truly develop a life-long love of learning.

We are proud of our young men and women and committed to enriching their school experience and ensuring that they thrive and reach their full potential. A spirit of charity, social justice and global awareness is central to this.

We are a diverse and inclusive school community and welcome the enriching variety of backgrounds and traditions that all contribute to making Chislehurst School for Girls a wonderful place in which to both learn and work.

Values and vision

At Chislehurst School for Girls, we are passionate about supporting all of our students to develop their leadership characteristics and experience. Some of our students may go on to lead their own companies, schools, teams and departments, whilst others may lead in their community, and support others at home or around the world. Whatever their path or gifts, all of our young people will be equipped to become resilient leaders of tomorrow, with courage, integrity and ambition.

Chislehurst girls take centre stage, have their voices heard, create a culture of achievement and are empowered to become leaders. They develop greater confidence and are more willing to take risks and aim higher.

Ofsted report

“Teaching is predominantly good and some is outstanding. Students behave well, enjoy school and feel safe. Older students in particular have positive attitudes and value what the school has to offer. Exclusions are well-below average. The headteacher and senior staff provide ambitious leadership informed by a thorough knowledge of students’ starting points and progress. As a result, achievement and teaching are improving and students are well prepared for the next stage of their lives.”

Position Summary: Exam Invigilators

REPORTS TO:	Lead Invigilator
LOCATION:	Chislehurst, Kent
SALARY:	£13.68 (this includes statutory holiday pay)
CONTRACT:	Part-time, casual contract
START:	November 2026

We are seeking reliable, organised and professional individuals to join our team of Exam Invigilators.

As an Exam Invigilator, you will play a vital role in ensuring that examinations are conducted fairly and efficiently in accordance with examination board regulations. The role involves supervising students during examinations, ensuring examination conditions are maintained and providing a calm and supportive environment for candidates.

Previous experience is not essential as full training will be provided. This role would suit individuals looking for flexible work, including parents, retirees, graduates or those seeking experience within a school environment.

We are looking for a colleague who:

- Is reliable, punctual and flexible
- Has good communication and interpersonal skills
- Can remain calm and professional under pressure
- Is able to follow procedures accurately
- Has a commitment to safeguarding and promoting the welfare of children

In return we will offer you:

- Full training and ongoing support
- A welcoming and inclusive school community
- Flexible working arrangements around examination periods
- Opportunities for additional invigilation duties

We are an equal opportunities employer and are committed to fostering a diverse, inclusive culture. We particularly encourage applications from candidates from backgrounds currently underrepresented in our staff body.

Application Process

Send all application forms to Mrs Edmunds (Trust HR Officer) at recruitment@chsfg.lumero.org or if you have any questions call 020 8300 3156 ext 1057.

No CVs and no agencies.

References will be requested for those shortlisted only and prior to the interview.

Only those shortlisted for interview will be contacted. We reserve the right to interview and appoint prior to the closing date. Early applications are encouraged.

Closing date for applications: 9am on 5th October 2026

Interview Dates: w/c 5th October 2026

Pre-employment Checks

Lumero Educational Trust is committed to safeguarding and promoting the welfare of children and young people, and an appointment will be subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered “spent”.

The successful applicant will also be required to:

- Provide details of two referees who know them in a professional capacity. It is policy to take up references BEFORE interviews where possible. Employment is conditional on these references being deemed satisfactory.
- Provide proof of all relevant qualifications.
- Provide proof of eligibility to work in the UK
- Complete a Medical Declaration and receive fitness to work.

Policy on Equal Opportunities

The Trust is an Equal Opportunities employer and appointments are based on the applicant’s ability to meet the requirements of the position. The Trust is opposed to any form of discrimination against any individual or group and welcomes the fact that our Trust includes a diversity of individuals from many races and cultures. Behaviour, which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion, will not be tolerated.

Job Description - Exam Invigilator

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Job Purpose

To ensure examinations are conducted in accordance with Joint Council for Qualifications (JCQ) regulations, awarding body requirements and school procedures, enabling all candidates to sit examinations in a fair, secure and supportive environment.

Key Responsibilities

During Examinations

- Supervise candidates at all times
- Ensure examination regulations are followed
- Read and follow instructions provided by the Exams Officer
- Distribute and collect examination papers and materials
- Respond appropriately to candidate queries in accordance with examination regulations
- Maintain a calm and orderly examination environment
- Record and report any incidents, irregularities or breaches of examination regulations

After Examinations

- Collect, check and secure completed examination papers
- Dismiss candidates in an orderly manner
- Assist in returning examination rooms to their normal layout where required
- Complete any necessary documentation

General Duties

- Attend training sessions and briefings
- Maintain confidentiality at all times
- Promote and safeguard the welfare of children and young people
- Follow all school policies and procedures
- Undertake other duties commensurate with the nature of the post

Person Specification – Exam Invigilator

Criteria	Essential	Desirable
Qualifications & Experience	• Good standard of literacy and numeracy • Ability to understand and follow written procedures and regulations	• Previous experience of invigilation • Experience of working with young people • Experience in a school or educational setting
Knowledge and Skills	• Good communication skills • Ability to work effectively as part of a team • Ability to remain vigilant and attentive for extended periods • Ability to maintain confidentiality • Ability to work accurately and follow instructions	• Knowledge of examination procedures • Understanding of JCQ regulations
Personal Qualities	• Reliable and punctual • Honest and trustworthy • Calm and professional manner • Able to remain impartial and maintain professional boundaries • Flexible approach to working hours • Excellent attention to detail • Commitment to safeguarding and promoting the welfare of children and young people	• Confidence when dealing with groups of students • Ability to work under pressure during busy examination periods

LET is committed to safeguarding the welfare of all children and young people and expects all its staff to share this commitment.

LET is committed to equality and diversity. We are committed to continuous improvement in how representative we are of our local communities, including gender, ethnicity, religion, age, and all other protected characteristics.

We offer family friendly and flexible working arrangements.

Lumero Educational Trust

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