



I am delighted to welcome you to Holmwood House School and Nursery, where I believe we provide a truly inspiring learning environment and boundless opportunities for discovery and exploration, that enables our pupils to develop their individuality, confidence and tenacity.

Holmwood House is an independent co-educational school with thriving Nursery, Early Years, Pre-Prep and Prep departments and has recently announced its expansion to 16. The school is set in beautiful grounds a few minutes from the centre of Colchester, giving over 300 boys and girls access to a huge range of academic, sporting, creative and scientific facilities.

We believe that the quality of our teaching, nursery, boarding and support staff is paramount. At Holmwood House we pride ourselves on having excellent staff who ensure our pupils are provided with the very best learning environment during their time here.

Thank you for taking the time to prepare your application and for your interest in Holmwood House. Further information can be found on our website: www.holmwood.house

With best wishes,

Ed Bond
Headmaster



HOLMWOOD HOUSE SCHOOL

Job Description and Person Specification

Job title:	Zero Hour Examinations Invigilator
Reporting to:	Exams Officer
Hours:	Varying hours during examination period in May/June 2026
Start date:	Exam season
Closing date for applications:	23rd February 2026
Interviews:	On application
Salary:	£12.21 per hour

Invigilators are the people in examination rooms responsible for conducting examinations in the presence of the candidates... Invigilators have a key role in upholding the integrity of the external examination and assessment process.¹

The role of the invigilator

To ensure that examinations are conducted according to the regulations to:

- ensure all candidates have an equal opportunity to demonstrate their abilities
- maintain the security of the examination materials before, during and after the examination
- prevent possible candidate malpractice
- prevent possible administrative failures

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:
 - o declare whether they have invigilated previously and whether they have any current maladministration or malpractice sanctions applied to them
 - o confirm their availability in advance of main examination periods
- Invigilators must confirm the confidentiality and security requirements relating to 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 examination periods

¹ Reference the Joint Council for Qualifications (JCQ) [Instructions for conducting examinations \(ICE\) section 12](#)

- have effective communication skills and good interpersonal skills
- work well as part of a team
- be confident and a reassuring presence to candidates in examination 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.)
- seek to achieve competence in the role and a rigorous understanding of the JCQ regulations

Main duties

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and [insert centre name] regulations and requirements.

Before examinations

- Report to and be briefed by the exams officer 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 examination conditions
- Give full attention to conducting the examinations properly
- 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 according to the regulations
- Start exams

During examinations

- Supervise and observe candidates throughout the whole time examinations are in progress, giving complete attention to this duty
- Be vigilant and remain aware of incidents or emerging situations
- Keep disruption in examination 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 examinations

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

Other tasks

- Undertake training, update and review sessions as required
- (prior to invigilating any external examination in a new academic year) Undertake relevant online invigilator training and assessment, centre-specific training/updates for that academic year
- Undertake, where required and where able, other duties requested by the exams officer, for example:
 - o centre supervision of examination timetable clash candidates between examination sessions

- o facilitating access arrangements for candidates, for example as a reader, scribe, etc. (full training will be provided)
- o other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check

How to Apply

If you would like to apply for the position of Invigilator you will need to complete an application form. The information you provide will be used as the first stage of the selection process to decide whether or not you will be shortlisted for an interview. It is very important that you complete your application as accurately and fully as possible, including all the information you think is relevant.

Completing an application form

- Please read through all information provided before completing your application form;
- We require information about all applicants to be presented in a consistent format: **Please do not submit a CV;**
- Complete all sections; do not leave any blanks. Enter N/A if not applicable and provide as much information as possible;

References

All offers of employment are subject to the receipt of a minimum of two satisfactory references. One of your references must be from a current or most recent employer. Neither referee should be a relative or someone you know as a friend.

- Shortlisted applicants are advised that references may be taken up prior to interview. Unless you ask us not to, we will assume it is acceptable to contact your referees at any time.

Holmwood House School is an equal opportunities employer. A copy of the School's equal opportunities policy is available on request.

Submitting an application

Applications should be submitted via the school's online application form by **12pm on 23rd February 2026 via [Application Form](#)** .

Application forms received electronically will be required to be signed by the candidate if they are selected for an interview.

Please be aware that if you have not heard from us within 21 days, unfortunately your application has been unsuccessful. Due to the response to advertised vacancies, we provide feedback only to those applicants who are interviewed.

The application forms of unsuccessful candidates will be held confidentially by the School and destroyed after three months.

Interviews

We will contact shortlisted candidates with further information about the exact format of the interview process but candidates should expect to be interviewed by several members of staff and may be required to undertake some form of practical assessment. Interviews will take place on application for the right candidate.

If you are invited to attend an interview you will be required to provide the following:

- Evidence of eligibility to work. For all posts, we are legally obliged to confirm that the appointee is eligible to work in the UK before they start working with us.
- Original documents confirming any educational and professional qualifications referred to in your application form.

Conditional offer of appointment

Your employment with the school will be subject to the school being satisfied with the following:

- an enhanced disclosure received from the Disclosure and Barring Service;
- that you are not barred from working with children;
- information about whether you have ever been the subject of a direction under section 142 of the Education Act 2002 which renders you unable or unsuitable to work at the School;
- verification of your medical fitness;
- verification of qualifications and identity;
- confirmation of your right to work in the United Kingdom;
- the two references received; and
- such other pre-employment checks as the School is required to complete in accordance with its statutory or regulatory obligations including such other overseas checks as necessary
- Completion of child protection training

Disclosure and Barring Service (DBS)

As the school meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, any offer of employment will be subject to an enhanced disclosure from the Disclosure and Barring Service (DBS) before the appointment is confirmed.

Candidates attending an interview are required to provide three forms of ID from the list below.

- Passport
- UK driving licence

- A UK Birth or adoption certificate
- EU photo identity card
- A utility bill, bank / building society or credit card statement that is less than three months old and which shows your name and current home address This must be an original document and cannot be printed from the internet.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient. In the event that you are unsuccessful please be assured that photocopies of documents taken by the school will be destroyed immediately.

A full list can be found on the DBS website:

<https://www.gov.uk/disclosure-barring-service-check/documents-the-applicant-must-provide->

Holmwood House is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Where a candidate is found to be on the DBS Children's Barred List, or the DBS disclosure shows he / she has been disqualified from working with children by a Court; or found to have provided false information in, or in support of, his / her application; or the subject of serious expressions of concerns as to his / her suitability to work with children the facts will be reported to the Police and / or the DfES Children's Safeguarding Operation Unit.

If you have any queries about your application or the recruitment process, please contact Becs Pretorius, Commercial Manager, on 01206 574305 or email bp@holmwood.house