



KING JAMES'S SCHOOL  
KNARESBOROUGH



# Candidate Information



# Note from the Headteacher

Thank you for your interest in working at King James's School.

I would say at the outset that this is a very rewarding school in which to work.

Many job adverts specify what they demand from the candidate. We have plenty of skills and qualities that we are looking for but we also have a lot to offer to prospective candidates. First and foremost the students here are great to work with. It is a comprehensive school and our students reflect the full range that you would find in any area. Although some pupils need more support, most of our students come to school eager to learn and to contribute to their school community. The local community is supportive of the school, the catchment area is well defined and we have excellent relationships with parents who choose to send their children here. There is pressure for places from beyond our catchment area. Knaresborough and North Yorkshire isn't just a great place to teach, it's a great place to live.

The extra-curricular life of the school is rich, most staff who work here make the most of it; there really is a vibrancy here that is difficult to match. We have a committed staff (teaching and non-teaching) who go the extra mile. Almost without exception, teachers go above and beyond the core delivery of lessons to enhance the enrichment opportunities for the students.

The ethos here is one of the strengths. Even though we have a charter going back to 1616 we are a very forward facing school with an open and friendly ethos. We are highly inclusive and we have a strong reputation for delivering outstanding care and outcomes for students with SEND alongside an enviable output to top university courses from our high-performing A level students. Our A level results place us in the top 20% of providers nationally consistently, year on year.

We are demanding of our staff, teaching and associate staff. We believe that our community deserves an outstanding school and we strive to be outward facing, never resting on our laurels and always seeking further improvement. We expect students and staff to embrace challenge and to see resilience and hard work as the route to success. At the same time we have a very strong commitment to the development and training of all staff, teaching and non-teaching. The opportunities for your personal development are rich in this school.

Thank you for considering King James's School.

**Miriam Oakley**  
**Headteacher**



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# Lead Exam Invigilators

Immediate start

Supply/Relief, Term Time Only

Grade E: £13.47-£14.13 per hour

We are seeking to appoint self-motivated Lead Exam Invigilators to work within our supportive team, as required during examination periods. The team is responsible for a wide range of duties, including the supervision of candidates and supporting the Exams Manager in the effective planning and co-ordination of examinations and providing guidance to other Invigilators to ensure that examinations are conducted as instructed by the Joint Council for Qualifications (JCQ).

King James's School is a large 11-18 comprehensive school and is proud to offer high quality professional development and career opportunities for all staff.

This is a term-time only, supply/relief contract. You must be available to work as required during examination periods, generally during the months of January, March, May, June and November. With the main exam season being May & June. **You need to have good availability Mon-Friday during May & June, with some flexibility between morning and afternoon sessions.**

**You will have previous experience working as a Lead Exam Invigilator** and good understanding of the Joint Council for Qualifications (JCQ) rules/ requirements. You will have the ability to manage time effectively to complete tasks to a high standard and have good organisational and communication skills.

The school is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. An Enhanced DBS disclosure is required for this post. For an application form please visit our school website.

Completed applications must be submitted via email to [recruitment@king-james.co.uk](mailto:recruitment@king-james.co.uk) by 8am Friday 20<sup>th</sup> February 2026.

*Please note that CVs will not be accepted.*



# The Examinations Team

King James's School are pleased to offer this rewarding opportunity to support our students during a key milestone in their education, ensuring the best possible outcome from their examination process.

Our Exams Manager and team of Invigilators deliver an outstanding service to our students during their formal examinations. They are enthusiastic and committed and have played a major part in helping our students to successfully sit their examinations and achieve the best results they possibly can by ensuring that the examinations run smoothly.

In 2016 King James's School reached a significant milestone of its own in celebrating its 400<sup>th</sup> year anniversary and is proud to have an excellent academic record. In the Ofsted inspection carried out in December 2017, the school continued to be rated as Good.

Attainment of our Year 11 students is consistently above national average. Students attaining at least a Standard Pass in Level 2 GCSE English and Mathematics was 80%. Progress 8 replaced previous progress measures with 0 being the national average benchmark. Attainment in qualifications has always been high at King James's, well above the national average. In terms of progress, our students made more than expected national progress in the last two years that were examined (2018 and 2019). This pattern was expected to continue prior to the cancellation of exams due to Covid.

King James's Sixth Form students also attain and progress well. Sixth Form admissions policy is more inclusive than many providers and, therefore, the ability profile of the cohort is very mixed. Nevertheless, pass rates remain similar to national figures. The A Level Value Added score for the school has been Significantly Positive, and increasingly so, for five academic years.

King James's School's examination facilities include two very large halls, Chaloner Hall and S1, along with designated smaller rooms to accommodate students with special examination arrangements.

**Examinations are taken at various times during the academic year (generally January, March, May, June and November) so please note that these positions are seasonal.**

There are no guaranteed hours which mean you will be working on a temporary ad-hoc basis. Working days and hours are flexible. The successful candidate will be reliable and punctual and it is essential that they have good availability during the examination periods.

The post would be ideally suited to applicants who feel a sense of responsibility for today's young people and who are able to work flexible daytime hours.

# How to Apply

Please complete the King James's School non-teaching application form.

Please use the section "Experience & Qualities relevant to the Post" on the application form to demonstrate how you can meet the criteria given in the advert.

Please note CVs will not be accepted. Please do not enclose a covering letter as this will not form part of your application.

We are committed to safeguarding and promoting the welfare of young people and expect all members of staff to share this commitment.

An Enhanced DBS disclosure is required for this post through North Yorkshire County Council. This will be arranged for the successful applicant.

Your completed application form must be submitted via email to [recruitment@king-james.co.uk](mailto:recruitment@king-james.co.uk) by 8am Friday 20<sup>th</sup> February 2026.

Thank you for your interest in this post. If you have not heard from us within 21 days of the closing date, please assume your application has been unsuccessful and, in that event, may we wish you well in your search for a suitable position.





# Job Description

## Lead Exam Invigilators

POST: Lead Exam Invigilator	
GRADE: Grade E	
RESPONSIBLE TO: Exams Manager	
STAFF MANAGED: Exam Invigilators (within examination room)	
POST REF: SUPP420240	JOB FAMILY: 2
JOB PURPOSE:	<p>To be responsible for the effective co-ordination of exams within the examination room.</p> <p>To ensure the fair and proper conduct of examinations/tests according to the schools and examinations boards rules, in an environment that enables pupils to perform at their best.</p> <p>To ensure accurate timing of examinations/tests.</p>
JOB CONTEXT:	<p>All schools are required to run examinations and tests in accordance with an examination board's rules and regulations and this role contributes to ensuring that pupils are aware of and comply with these rules, dealing with issues as they arise.</p> <p>DBS clearance required</p>
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operational Issues	<ul style="list-style-type: none"> <li>• Lead responsibility for co-ordinating all the exam arrangements within the examination room, delegating where appropriate to other invigilators</li> <li>• Support the development of other Invigilators and act as mentor when required</li> <li>• Ensure security between exams in the same session i.e. breaks between units must be supervised</li> <li>• Record any incident that may occur on an incident sheet – provide times and full details of latecomers, any candidates who become ill or any other disruptions.</li> <li>• Return completed scripts and materials to the Examinations Manager in the exams office</li> </ul>
Communications	<ul style="list-style-type: none"> <li>• Present the invigilator's announcement (as published in the current edition of the ICE pack) to the Examination room.</li> <li>• Read through the Rubric for each exam and any Erratum</li> <li>• Communicate examination procedures and conditions to pupils clearly and oversee behaviour</li> <li>• Apply discipline procedures where appropriate if candidates are not obeying the examination procedures/conditions</li> </ul>

	<ul style="list-style-type: none"> <li>• Notify candidates of the start and finish times of the examination</li> </ul>
Resource management	<ul style="list-style-type: none"> <li>• Support the Examinations Manager in the recruitment, induction and progression of Invigilators where required</li> <li>• Assist in the setting up of the examination venue, laying out of equipment and papers in accordance with procedures</li> <li>• Distribute additional paper and equipment as required</li> <li>• Collect examinations papers from the candidates at the end of the examination</li> </ul>
Safeguarding	<ul style="list-style-type: none"> <li>• To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.</li> </ul>
Systems and Information	<ul style="list-style-type: none"> <li>• Ensure the candidate attendance and absence records are completed accurately</li> </ul>
Planning and Organising	<ul style="list-style-type: none"> <li>• Attend the exams office 45 minutes prior to the commencement of the exam in order to be thoroughly briefed by the Examinations Manager. You will collect all materials required for the exam and ensure the security of the examination papers during transit between the Exams office and the examination hall(s).</li> <li>• Organise the supervision of candidates involved in clashes / timetable modifications – ensuring that they do not leave the examination room at any time unaccompanied</li> <li>• Ensure the accurate timing of the examination</li> <li>• Complete and sign Attendance registers</li> <li>• Complete seating plans (once the exam is underway)</li> <li>• Supervise the finish of each exam and collection of papers</li> </ul>
Data Protection	<ul style="list-style-type: none"> <li>• To comply with King James's School's and the County Council's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>• Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.</li> <li>• To work with colleagues and others to maintain health, safety and welfare within the working environment.</li> </ul>
Equalities	<ul style="list-style-type: none"> <li>• We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.</li> <li>• Within own area of responsibility work in accordance with the aims of the Equality Policy Statement</li> </ul>
Flexibility	<ul style="list-style-type: none"> <li>• King James's School provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply</li> </ul>

	with King James's School and County Council Policies and Procedures.
Customer Service	<ul style="list-style-type: none"> <li>• King James's School requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.</li> <li>• King James's School requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.</li> </ul>
Date of Issue:	February 2016



# Person Specification

## Lead Exam Invigilator

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<b>Knowledge</b> <ul style="list-style-type: none"><li>• Basic understanding of exam rules and procedures</li></ul>	<ul style="list-style-type: none"><li>• Knowledge of examination board rules and regulations</li><li>• An understanding of examination processes</li><li>• Knowledge of school behavioural policies</li></ul>
<b>Experience</b> <ul style="list-style-type: none"><li>• Experience of leading invigilation of examinations/tests</li></ul>	<ul style="list-style-type: none"><li>• Experience of working in a school setting</li></ul>
<b>Occupational Skills</b> <ul style="list-style-type: none"><li>• Good understanding of the Joint Council for Qualifications (JCQ) requirements</li><li>• Good co-ordination/organisational skills</li><li>• Good interpersonal and communication skills</li><li>• Accuracy and attention to detail</li><li>• Flexible</li><li>• Reliable and punctual</li><li>• Ability to work calmly under pressure</li><li>• Ability to make decisions quickly</li><li>• Observational skills</li></ul>	
<b>Qualifications</b> <ul style="list-style-type: none"><li>• Good general standard of education</li><li>• Good literacy and numeracy skills</li></ul>	

NB – Assessment criteria for recruitment will be notified separately.