EXAMINATIONS INVIGILATOR

St Mary's School
CAMBRIDGE

JANUARY 2027

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Welcome from the Head

Thank you for showing interest in this role at St Mary's School, Cambridge.

We are an independent day and boarding school for girls aged 3 to 18. We have a school roll of over 450 students. Approximately 10% of the students are boarders. Reflecting the cosmopolitan community of Cambridge, on average 20% of students originate from overseas, from around 25 countries.

The School offers a secure and welcoming learning environment for girls: we are delightfully situated in the heart of the academically renowned and culturally vibrant city of Cambridge. The Junior School is adjacent to the famous backdrop of Coe Fen, and the Senior School and Boarding House overlook the University of Cambridge Botanic Gardens.

Cambridge is an outstanding place to live and work. As a university city, Cambridge has the cultural advantages of a much larger settlement but with a population of approximately 145,000, it is a safe, clean and attractive location. The city has an international reputation owing to its world ranking university and the school benefits from its proximity to the digital and enterprise communities in the various high-tech science parks and enterprise hubs. We are within easy travelling distance of London, less than an hour by train and a short hop from London Stansted Airport.

There has been major investment in new facilities at the School over the past decade: a new Junior School; a new Sixth Form Centre; new provision of Art & Photography; the creation of our Science Hub; and our new boarding facility, Mary Ward House. We have developed our sporting facilities through an ambitious collaboration with Homerton College, University of Cambridge and have invested in a new boat house in a joint partnership with City of Cambridge Rowing Club and Homerton College. We are proud to have opened our Mary Ward Educational Suite in January 2024 which provides new state of the art teaching spaces.

High quality facilities are only as good as the people who work in them, so we invest heavily in our staff, who we know are our greatest asset. We encourage staff to develop themselves through training and facilitate bespoke CPD opportunities for all.

St Mary's School promotes equal opportunity for all staff and pupils and is committed to its culture of diversity and inclusion. We encourage applications from candidates from a wide range of backgrounds.

Above all, St Mary's School, Cambridge is a very happy place. We have an excellent local reputation for being very friendly and nurturing, and yet ambitious, for the young women in our care, enabling strong progress to next steps at university, the world of work or a gap year. Our girls are genuinely delightful, the teachers and support staff are exceptionally dedicated; we are a very close-knit, loving, joyful and purposeful community.

St Mary's really is a warm and welcoming environment for all staff, whatever their role, and we look forward to receiving your application.

Hannah Helliar

The St Mary's Approach

We are proud to be a Christian school in the Catholic tradition and founded on the principles of our 17th century foundress, Mary Ward, our vision is that 'By God's grace, women in time will do much' (Mary Ward 1585-1645). The challenge for women is not over, and whilst there are now more opportunities for 'women to do much' there are still considerable barriers and so our work continues via our mission to develop curious, creative and compassionate young women with the aspiration, confidence and integrity to shape a better world for the common good. Our approach is based on the core values of Freedom, Joy, Justice, Love and Truth and we live these values in school through our HEART habits of

H – Hard work	We show perseverance and sustain focus.
E – Empathy	We are kind, joyful, generous, value friendship and celebrate diversity.
A – Adaptability	We adjust to difficult situations, are open minded, discerning and take calculated risks.
R – Responsibility	We act justly and strive to uphold truth and lead by example.
T – Thoughtfulness	We are creative, reflective, attentive, show gratitude, hear others and disagree well.

Our unique approach to education fosters a love of life and of learning, while growing the academic curiosity and spiritual wellbeing of each individual girl so that they can look beyond themselves and enter adulthood aspiring to be more and to give more, not just to have more. We warmly welcome girls, and staff, of all Christian denominations and other faith and secular backgrounds to join our thriving community.

The school recently celebrated its 125th anniversary, and building on our 400-year tradition, St Mary's School, Cambridge belongs to an international network of approximately two hundred Mary Ward schools.

A Love for Learning at St Mary's

At our school, our values — freedom, joy, justice, love and truth — shape a respectful, inclusive and engaging learning environment where every student can be herself and achieve her best. We nurture curiosity, ambition and a genuine love of learning, inspiring students to pursue academic excellence with confidence and purpose.

Through expert teaching, a challenging curriculum and personalised support, we empower each pupil to embrace opportunities, overcome challenges and fulfil her potential. Our commitment is not only to outstanding results, but also to developing independent, reflective and critical thinkers who are ready to thrive at university and beyond with adaptability, creativity and determination.

As a learning community, we are proud to be continuously refining and enhancing our practice, and we welcome applications from colleagues who share our ambition, curiosity and dedication to high-quality, research-informed teaching.

Digital St Mary's

St Mary's is a digital school. The goals of the School are supported through

- developing a community of staff and students which learns in, responds to and engages with an ever-changing digital world;
- preparing students for their future by giving them the confidence to work in a digital environment;
- establishing creative teaching and learning environments;
- employing teaching staff who are trained and supported to be technologically and digitally skilled.

All members of St Mary's work digitally using Microsoft 365 as a platform. All students in the Senior School and Sixth Form have access to an individual device (Microsoft Surface Pro) which are used extensively in lessons and for home learning.

Job Description: EXAMINATIONS INVIGILATOR

Reporting to: Exams Officer (or other nominated person)

Hours of Work: Term-time only

Working hours will depend on length of exams in the morning and afternoon. Invigilators are usually required to be in school by 8.30am for morning exams and at 12.30pm for afternoon exams. The working day will not normally end later than 4.00pm. However, some students require extra time and therefore might be required to stay later.

Salary: £11.60 per hour (Casual Contract)

Start Date: 1 January 2027

Key Responsibilities

The main duties will be to assist with the following, but please note that this is not an exhaustive list:

- report to and be briefed by the Exams Officer prior to each exam session
- be fully aware of the regulations according to the JCQ 'Instructions for Conducting Exams' booklet (provided)
- keep confidential exam papers and materials secure before, during and after exams
- ensure exam rooms are set out according to instructions and that lighting, heating and ventilation are suitable
- line candidates up and admit them into exam rooms
- ensure a calm environment, seat and instruct candidates in the conduct of their exams
- distribute the correct exam papers and materials to candidates
- collect in any unauthorised materials (e.g. mobile phones)
- be aware of emergency procedures in the event of a fire alarm
- complete the attendance register and informing the Exams Officer of any absentees
- contact the Exams Officer if candidates raise a concern
- supervise and observe candidates at all times to ensure candidates obey the regulations of an examination room as laid out in the examination guidelines
- after the exam, securely return all exam scripts and materials to the Exams Officer
- oversee exams in separate rooms for pupils who are on the SEN register and have Access Arrangements and/or Special Consideration
- attend training, update or review sessions as required
- undertake, where required and where able, other duties requested by the Exams Officer, for example:
    - supervision of clash candidates between exam sessions
    - facilitating access arrangements for candidates, for example acting as a reader, scribe etc. (nb, full training will be provided)
    - any other exams-related administrative tasks

The above list is not an exhaustive list of duties and you may be expected to preform different tasks as necessitated by your line manager and the changing role within the School and overall business objectives of the School.

Person Specification

The post holder will be an individual who:

- possesses good communication skills, must have a high standard of spoken English
- is numerate and able to read numbers quickly and accurately
- has a good understanding of the examination process, regulations and protocol
- is punctual and reliable
- can deal with difficult or urgent situations
- has good organisational skills
- has the ability to work as part of a team and to work efficiently under direction
- is discreet and respectful of confidentiality
- has a flexible approach to their work and can adapt quickly to change
- is mindful of candidates' needs

Benefits

At St Mary's you will enjoy an exceptional career and comprehensive benefits including a defined contribution workplace pension scheme offered through APTIS (Aviva Pensions Trust for Independent Schools) at a flexible employer contribution level up to 22%, BUPA cash plan, 33% discount (pro rata for part-time staff) on school fees, a work laptop, an occupational sickness scheme, free lunches and refreshments, a rail season ticket discount, access to the Cambridge University Botanic Gardens and much more.

Equality, Diversity and Inclusion

St Mary's School is committed to ensuring equal opportunities in all aspects of employment and selects staff on merit irrespective of race, religion or belief, pregnancy and maternity, marital status, sex, sexuality/gender preference, disability or age. You are not obliged to complete the Equal Opportunities Form, but any information given will help us monitor the effectiveness of our policies and procedures.

If you have a disability, you are invited to request any special arrangements that you may require for interview or any adjustments that you would consider necessary to your working arrangements by contacting our Human Resources department (hr@stmaryscambridge.co.uk, 01223 353253).

Process

Application is welcomed by completing the Application Form and Equal Opportunities Form which can be found on the Vacancies page of our website. This may be accompanied by a covering letter and a curriculum vitae. We are unable to accept applications supported by a CV alone.

Interviews will be conducted in person, and they will explore candidates' suitability to work with children. Candidates are required to bring with them the necessary ID documentation and any relevant qualification certificate(s), all of which must be originals. Further information of the interview format will be provided if you are shortlisted for interview.

If you have any question, please contact the HR Team by email: hr@stmaryscambridge.co.uk or call: 01223 353253.

Closing date: 4.00pm Friday 27 November 2026

Interview date: week beginning Monday 7 December 2026

We will review applications on receipt. Suitable candidates may be interviewed before the closing date, and we reserve the right to withdraw the position if an early appointment is made.

Child Welfare and Child Protection Issues

The interview for this post will include exploring issues relating to safeguarding and promoting the welfare of children including:

- motivation to work with children and young people;
- ability to form and maintain appropriate relationships with children and young people;
- emotional resilience in working with challenging behaviours;
- attitudes to the use of authority and maintaining discipline.

Any relevant issues arising from the take up of references will be discussed at interview. The school is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful applicants are subject to an Enhanced Disclosure and Barring Check.