



Archbishop Tenison's CE High School,  
Selborne Road, Croydon CR0 5JQ  
Tel: 020 8688 4014  
[www.archten.croydon.sch.uk](http://www.archten.croydon.sch.uk)

**Exam Invigilator  
(Ad Hoc during the Exam Season)**

**Job Title:** Invigilator  
**Salary:** NJC Grade 1, Scp 2 - £14.56/hour  
**Contract:** Casual - Ad Hoc during the exam season (May-June and January mocks)  
**Location:** Croydon, Surrey  
**Start date:** **January 2026**  
**Closing Date:** Friday 21 November 2025  
**Interview Date:** December 2025  
**Reports to:** Exams Officer  
**SLT Link:** Mr Winter, Senior Assistant Headteacher

**Responsibilities:**

- Supervise pupils and students during GCSE & A/AS Level exams
- Ensure all pupils and students receive appropriate examination question and answer papers
- Be aware of any exam needs for specific pupils and students where necessary
- Assist with the setting up of examinations in the school Hall and classrooms
- Ensure exam papers are collected in order and are supervised as required
- Ensure pupils and students obey exam regulations
- Record attendance if required
- Ensure no inappropriate items are brought into an exam ie mobile phones, headphones, smart watches, revision notes etc.
- Monitoring candidates – no talking or disruption
- Scribe where necessary – the ability to read exam questions clearly and write the students answers legibly. Training will be given
- Be part of a school that has been in Croydon for over 300 years, with strong traditions
- Contribute to our pastoral care and our Christian ethos

**Requirements:**

- Right to work in the UK
- DBS Check
- Health Check
- 2 references

**Total number of pupils** - 796 pupils (Sixth Form 77)

**Exam Results** can be viewed via - <https://www.archten.croydon.sch.uk/academicresults>

Archbishop Tenison's is an equal opportunities employer and committed to safeguarding and promoting the welfare of children. Successful candidates will be required to undertake an enhanced Disclosure check by the Criminal Records Bureau; online checks will be carried out.

**Application Process:** Please submit your application and covering letter to Mr Parrish, Headteacher detailing your suitability for the role by Friday 21 November. Please visit the staff recruitment page via the school website <https://www.archten.croydon.sch.uk/staffrecruitment>