CHANNING

Candidate Information Pack

Exams Invigilator (casual)

Required from Autumn 2026

Welcome from the Head

Thank you for your interest in working at Channing. At Channing. we foster fearless learners through inspiring education, exceptional co-curricular opportunities and meaningful partnerships, creating bespoke outcomes for every child: "Each of us is intended to have a character all our own, to be what no other can exactly be and do what no other can exactly do." *(William Ellery Channing)*

Our Unitarian ethos encourages our pupils to be intellectually curious, open-minded and respectful. We build on the power of an all-girls education to develop kind, confident, articulate young women who are ready for life's challenges.

Girls at Channing enjoy academic success from a tailored educational programme that encourages confidence, independent thinking and provides girls with life skills to take on the next stage of their education as thoughtful, responsive, socially aware adults, prepared for the challenges of the world today.

This emphasis on bespoke outcomes is at the heart of our five strategic objectives, which you can find here: Channing 2035.

Founded in 1885 by Unitarian sisters Emily and Matilda Sharpe and the Reverend Robert Spears, Channing School, named after notable American Unitarian William Ellery Channing, is well known as a successful, happy community. Remaining true to our Unitarian foundation, the School is an inclusive community that values the individual skills, spiritual beliefs, achievements and contribution of all members of the school community. Our success was endorsed by our latest ISI inspection in November 2025.

Mrs Lindsey Hughes
Headmisstress

About the School

Here at Channing we have lots of the headlines which parents like to see: fabulous A level results and wonderful GCSE results, students heading to Oxbridge, medical school and the most competitive courses at Russell Group universities every year, sometimes after taking a gap year first. However, we believe that examination success is not solely the end goal of a pupil's journey through school, rather that it should be an enriching academic and extra-curricular experience that allows girls to develop skills, confidence, creativity and character, instilling in pupils a lifelong love of learning and a firm belief that anything is possible. Experienced, dedicated teachers offer a supportive, encouraging and challenging learning environment that allows pupils to achieve success beyond that which they might have thought possible.

The Headmistress and members of staff know every girl personally and as an individual. We have a strong family tradition and an enthusiastic and supportive parents' association. The atmosphere is calm, focussed and purposeful. We set high standards emphasising concern and respect for the needs of others. A major feature of the school is the huge diversity of the extra curricular activities on offer to pupils and it is expected that all staff will contribute to this side of the life of the school.

The school is in an attractive part of Highgate, with convenient transport links by road and underground. Visitors are often surprised at how light, green and open our site is. We have preserved the character of the older buildings, but completely refurbished and redesigned them to provide bright and spacious teaching rooms. An ambitious building programme, completed in 2017, provided us with excellent dining facilities, a Music Department, a new Sixth Form Centre, Sports Hall with fitness suite and a state-of-the-art Performing Arts Centre. We are currently developing a STEM building complete with DT facilities which is due for completion in Autumn 2026.

The Position and Job Description

To provide a professional and high-standard invigilation service for external and internal examinations. You will ensure that all exams are conducted according to the strict regulations set by the Joint Council for Qualifications (JCQ), maintaining the integrity and security of the examination process while providing a supportive environment for candidates.

Line management:
This role will be responsible to the Examinations Manager.

Main responsibilities:

Examination Compliance & Security

- Conduct examinations in accordance with the JCQ 'Instructions for Conducting Examinations' (ICE) and institutional policies.
- Assist in the setup of the examination room, ensuring all JCQ-mandated posters (Warning to Candidates, Unauthorised Items) are visible.
- Ensure the secure handling of examination papers and stationery before, during, and after the session.
- Verify the identity of pupils and ensure they are seated according to the official seating plan.

Room Management & Vigilance

- Maintain silence requirements and a focused atmosphere within the exam hall.
- Remain vigilant at all times, moving quietly around the room to oversee candidates and prevent malpractice.
- Ensure no unauthorised items (mobile phones, smartwatches, revision notes, etc.) are brought into the examination room.
- Supervise candidates throughout the session, including those who may need to leave the room for supervised breaks or emergencies.

Administration & Documentation

- Record exam start and finish times clearly for candidates.
- Accurately complete the attendance register and seating plans.
- Report any irregularities or suspected malpractice immediately to the Exams Officer.
- Assist in the efficient collection and sorting of scripts at the end of the session in the correct candidate order.

Professional Engagement

- Attend mandatory Keep in Touch meetings with the school prior to and following the Summer and Spring mock exam cycles.
- Participate in annual JCQ-compliant training and refresher sessions.

Knowledge and Experience

Knowledge and Experience	
Previous experience of working in a school	Desirable
Competent user of office software (the school uses Google Suite for Education)	Essential
Understanding of the importance of promoting and safeguarding the welfare of children and young people	Essential
Experience of working in a busy and sometimes pressured administrative environment	Essential
Proven ability to work to strict deadlines	Essential
Qualifications	
JCQ trained (desired current academic year)	Desirable
Educated to A-Level or equivalent	Essential
Education to degree level or equivalent	Desirable

Knowledge and Experience

Skills	
Excellent organisational and administrative skills	Essential
Good interpersonal skills	Essential
Ability to communicate effectively with parents, students, colleagues and external personnel both verbally and in writing	Essential
The confidence and ability to work independently	Essential
Willingness to learn how to use new software and IT systems (Channing is a Google and Apple school)	Essential
Ability to remain calm, patient and polite	Essential
Attributes and approach	
Excellent attention to detail and highly vigilant	Essential
A professional appearance and approachable manner, with good spoken English	Essential
A flexible, 'can-do' approach	Essential
A good sense of humour and positive outlook	Essential
Punctual and reliable (typically 8:00 AM / 1:00 PM starts)	Essential
Self-motivated with the ability to take the initiative	Essential
Must be willing to complete an Enhanced DBS Check	Essential

Why work at Channing?

At Channing, we are committed to supporting staff wellbeing and creating a positive, inclusive working environment where colleagues feel valued, supported and able to thrive both professionally and personally.

Financial Matters

- Competitive session rates - £72 per session of 4 hours (AM/PM)
- If you are eligible, the school will enroll you in a non-contributory pension scheme.

Health and Fitness

- All colleagues enjoy a free, nutritious lunch and all day refreshments during term time
- Staff are welcome to use the School's on-site fitness suite and take part in school-funded boxing and pilates classes (subject to availability)
- Channing provides all employees with access to a free and confidential Employee Assistance Programme through Education Support www.educationsupport.org.uk
- Annual flu vaccination

Professional Development

- Access to the on-site library for personal and professional use and development
- Annual JCQ training would be provided

Staff Perks

- Savings are available through BHN Extras, including:
  - Discounts of 2%–8% on technology and home appliances
  - A prepaid cashback card offering up to 15% cashback at over 85 UK retailers
  - Savings of up to 15% on gift cards for major retailers, supermarkets and restaurants
- Channing staff receive discounts on goods and services at a number of Highgate businesses, including:
  - 10%-20% off food and drinks at various local pubs and restaurants
  - Discounts at the local dry cleaner
  - Discounts at local fitness classes, including boxing and F45

Applications

Applications are to be made via TES.com in the first instance. A CV will not be accepted in place of the completed application form.

Incomplete application forms will be returned to the applicant where the deadline for completed application forms has not passed. If you are unable to submit your application via TES please contact the HR department at recruitment@channing.co.uk.

Please note that once you submit an application via TES the system will automatically retain your details for a period of six months.

Deadline for applications: Monday 2 November 2026, 12pm

Interviews: Thursday 12 November 2026

Channing School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. To assist in this, the school follows a formal recruitment procedure for the employment of all staff which adheres to the recommendations of the Department for Education (DfE) in "Safeguarding Children and Safer Recruitment in Education" and the school's Child Protection Policy. A copy of this procedure is available on request.

Subject to statutory provisions, no applicant will be treated less favourably than another on the grounds of a protected characteristic. Ability to perform the job will be the primary consideration.

In line with our Safer Recruitment Policy, all shortlisted candidates will be subject to online searches including social media and third party Safehire.

Registered Charity No: 312766

CHANNING

INDEPENDENT DAY SCHOOL FOR GIRLS AGED 4-18

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The Bank, Highgate
London N6 5HF

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1 Highgate High Street, Highgate
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www.channing.co.uk

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