HILLVIEW
SCHOOL FOR GIRLS

Casual Exam Invigilators

£12.86 per hour plus holiday pay (£14.41 per hour)

Are you calm under pressure, reliable and looking for flexible work that makes a real difference? Join our team as a casual Exam Invigilator and play a vital role in supporting students during their examinations.

As an Exam Invigilator, you will supervise exams to ensure that all candidates have an equal opportunity to do well and have a key role in upholding the integrity and security of the examination/assessment process. You must be available during the months of May and June and be able to offer a minimum of six half day sessions per week (morning sessions from 8.30am and afternoon sessions until 4.30pm).

The ideal candidate will:

- Be reliable, flexible and readily available during main exam periods
- Have effective communication skills and good interpersonal skills
- Work well as part of a team
- Be confident and a reassuring presence to candidates in exam 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.)

Full training will be given.

Please return a completed application form, to Mrs A Dennett, HR Manager, Hillview School for Girls, Brionne Gardens, Tonbridge, Kent, TN9 2HE or by email: dennetta@hillview.kent.sch.uk
Tel: 01732 352793 Ext 180

Closing date: Friday 11 December 2026
Interview date to be confirmed
(The school may interview early in the case of an exceptional candidate)

Hillview School is committed to safeguarding and promoting the welfare of all our students and we expect all staff to share this commitment. The successful candidate will be subject to an enhanced DBS check.