



Examination Invigilator

Job Description

Salary: £14.55 per hour (wef 1/4/26)

Responsible to: Examinations Officer

Hours: Variable hours undertaken on a Casual Worker basis, term time only.
The majority of hours offered will be during the summer exam series each academic year. Monday to Friday 8am to 5pm

Main purpose of role:

- To administer examinations in accordance with regulations
- To ensure the confidentiality of examination papers before, during and after examinations
- To help create the best environment for candidates to achieve their best potential
- To provide information to candidates.
- Start and end exams when required.
- To set up the examination rooms as determined by the Exams Office.

Specific responsibilities:

- To control students entrance into the examination room and to provide the appropriate information prior to the examination commencing.
- To record attendance on the appropriate attendance register.
- Distribute papers to examination candidates
- Carry out the recommended steps in order to start examinations when required.
- Deal with late arrivals to examinations in accordance with procedures
- Participate in the access and special arrangements for students who require this.
- Act as reader and scribe as required.
- Supervise examinations and respond to students questions appropriately, in line with guidance.
- Report any irregular conduct/behavioural issues to the Examinations Officer or Examinations Support Assistant.
- Finish examinations and collect the scripts



- Gather all the examination papers and equipment together and return to the Examinations Officer.
- Maintain invigilator packs on return to the examination office.
- Any other duties commensurate with the grade and level of responsibility of this post, for which the post holder has the necessary experience and/or training.

General Duties:

- To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training activities
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job
- To undertake health and safety duties commensurate with the post and/or as detailed in the Schools Health and Safety Policy.
- The school is committed to safeguarding and promoting the welfare of children and young people and the school expects all staff and volunteers to share this commitment.

Contacts:

In all contacts the post holder will be required to present a good image of the School as well as maintaining constructive working relationships.

Internal: Teaching staff, Non-teaching staff, Students

Notes:

- This post is subject to a criminal record check under the arrangements established by the Disclosure and Barring Service.
- The school reserves the right to alter the content of this job description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility
- Reasonable adjustment will be considered as required by the Equality Act.
- The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the School's Equality Opportunities Policy.



Examination Invigilator

Person Specification

Experience

It is **desirable** that the post holder has:

- Experience invigilating examinations
- Experience working with young people

Skills and Abilities

It is **essential** that the post holder has the following skills:

- Accuracy and attention to detail
- A flexible approach to work
- Ability to communicate with examination candidates and members of staff clearly and accurately
- Ability to work to predetermined instructions, guidelines and procedures effectively
- Ability to work as part of a team or alone as necessary
- Reliability and punctuality
- Ability to keep calm under pressure or during unexpected circumstances
- Common sense and initiative
- Effective oral and written communication skills
- Ability to maintain confidentiality and security of information
- Ability to relate well to young people and adults

It is **desirable** that the post holder has the following skills:

- Ability to relate to examination candidates and maintain an air of authority
- Ability to judge when a decision is not yours to make
- Ability to be firm but fair at all times

Additional Factors

It is **essential** that the post holder have:

- Commitment to equality and diversity
- A customer focussed attitude



Safeguarding Children

- We are committed to the safeguarding and promotion of the welfare of children. In this light, we would like to draw the following matters to your attention:
- 1. All appointments are made subject to:
 - a. An enhanced DBS disclosure;
 - b. Checks of professional status (EWC; QTS etc.);
 - c. Confirmation of professional qualifications;
 - d. Receipt of strong references (if not received by the time of interview); and
 - e. Medical clearance
- 2. We only accept completed application forms with a covering letter. Please do not send CVs or open testimonials.
- 3. Please ensure that application form is completed in full. In particular, you must ensure that a full work history is provided and that any gaps in your employment are fully explained.
- 4. The referees cited in your application form must include your employer from the last occasion in which you worked with children. If your last employment was in a school, we would expect a reference from the Headteacher and/or Deputy/Assistant Headteacher.
- 5. When seeking references, we will request information about your suitability to work with children.
- 6. If you are shortlisted, any anomalies in your application will be discussed with you at interview.

We encourage you to pay close attention to these matters so that your application is not excluded unnecessarily.