

## JOB DESCRIPTION

**POST TITLE:** Exam Invigilator

**RESPONSIBLE TO:** Exams & Data Officer

**GRADE:** Band 1 SCP 3

**PURPOSE OF POST:** Under the direction of the Exams & Data Officer, to invigilate internal and external examinations in line with examination board regulations and to ensure that good order is maintained in the examination hall

### Main duties/responsibilities

1. To carry out invigilation duties in accordance with the school's policies and relevant regulations.
2. To record the attendance of pupils within examinations and report this to relevant staff as required.
3. To ensure a calm environment which will give pupils the best possible opportunity to be successful in their exams.
4. To ensure that the exam room is properly set up including the distribution of appropriate equipment.
5. To organise and direct pupils at the start and end of each exam.
6. To accurately distribute examination question papers and answer booklets ensuring each pupils receives the correct papers.
7. To help ensure that the conduct of the exam takes place within the guidelines set down by the Joint Council for Qualifications.
8. To be vigilant and mobile during examinations, whilst not disrupting candidates.
9. To report any issues, concerns or incidents to the Exams Officer in a timely manner.
10. To ensure that pupils do not leave an examination unless permitted by the regulations.
11. At the end of examinations to make sure that answer booklets have been completed correctly.
12. To help in the collection of exam scripts and equipment.
13. To supervise sequestered pupils between exams.
14. To take reasonable care of one's own health and safety and that of others and inform relevant staff of any concerns with regard to health and safety.

15. To support and promote the ethos and wider life of the school and to make a contribution to this shared responsibility.
16. To respect confidential issues linked to home/pupil/teacher/schoolwork and to keep confidences as appropriate.
17. Ensure that you work in line with all the Academy/Trust policies and procedures and ensure that you are aware of your obligations under these.
18. Behave according to the relevant Trust Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.
19. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
20. You are required to safeguard and promote the welfare of children/students for whom you have responsibility, or with whom you come into contact, to include adhering to all specified procedures.
21. This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.
22. This post is subject to an enhanced disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment, the employee will be subject to rechecking as required from time to time by the Trust.
23. Any other duties of a similar nature related to this post that may be required from time-to-time.

Last Reviewed: November 2024

**PERSON SPECIFICATION  
EXAM INVIGILATOR**



**Key**

- AF** Application form including personal statement
- S** Selection Process including interview
- R** Employment References
- C** Certificates
- D** Enhanced Disclosure and Barring Services Criminal Check
- M** Pre-employment medical screening

	<b>Criteria</b>	<b>Essential/ Desirable</b>	<b>Stage Identified</b>
	<b>Qualifications &amp; Education</b>		
1	Ability to apply accurate literacy and numeracy skills	E	AF, S
2	Level 2 numeracy and literacy qualification	D	AF, C
	<b>Experience &amp; Knowledge</b>		
3	Experience of working successfully with a range of people	E	AF, S, R
4	Experience of working with secondary aged pupils in a work or leisure environment	D	AF, S
5	Understanding of examination board regulations and requirements	D	AF, S
	<b>Skills</b>		
6	Ability to work on own initiative	E	AF, S, R
7	Ability to work successfully as part of a team	E	AF, S
8	Ability to communicate effectively with children and adults both orally and in writing	E	AF, S, R
9	Ability to follow direction and comply with policies and procedures	E	AF, S, R
10	Ability to manage pupil behaviour effectively	E	S
	<b>Personal Attributes</b>		
11	Ability to remain vigilant and silent for extended periods	E	S
12	Commitment to attend training and apply knowledge	E	AF, S, R
13	Ability to maintain confidentiality	E	AF, S, R
14	Fitness to remain on feet for a number of hours	E	M
15	Ability to form and maintain appropriate relationships and personal boundaries with children	E	D
16	Suitability to work with children/young people	E	D

	<b>Criteria</b>	<b>Essential/ Desirable</b>	<b>Stage Identified</b>
17	The ability to communicate at ease and provide advice in accurate spoken English	E	S

Employment references will be requested prior to the selection process and any issues arising from these will be discussed at interview. All appointments to satisfactory references.

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