

Exam Invigilator - Job Description

Salary	Grade C, points 4
Location	St. Aidan's CE High School
Contractual basis	Relief
Responsible to	Headteacher, under the day-to-day management and leadership of Exams Officer.
Responsible for	N/A

Overall Purpose of the Job

To provide support to the Examinations Officer with the day to day running of examinations and venues.

Areas of Accountability

- Assisting with setting up examination venues, laying out stationery, equipment and examination papers in accordance with JCQ procedures.
- Assisting candidates prior to the start of the examination by directing them to their seats and advising them about possessions permitted in an examination venue.
- Ensuring candidates do not talk once in the examination venue.
- Invigilating during the examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with JCQ procedures.
- Checking attendance during the examination.
- Recording details and collecting scripts.
- Overseeing candidates leaving the examination venue during the examination and at the end of the examination. Ensuring that equipment or stationery is not removed from the venue by candidates. Ensuring that candidates leave in an orderly and quiet manner.

Specific Responsibilities of Exams Invigilator

Knowledge and Understanding

- The ability to deal with pupils and staff positively and respect confidentiality.
- Excellent organisational and time management skills.
- An ability to build effective working relationships with staff and management at all levels.
- Good written and verbal communication skills.
- Competent IT skills, for example, in the use of Microsoft Word and the internet.
- Good numeracy skills.
- Ability to work under pressure with accuracy and good attention to detail.
- An ability to work within a team environment and be supportive of the overall team effort.
- A willingness to attend training as required to develop expertise and knowledge to include, but not limited to, mandatory school and JCQ training, and Safeguarding training.
- Experience of working with children in an educational setting (desirable but not essential)
- An understanding of the examinations process (desirable but not essential)

Other specific duties

- Any other duties commensurate with the role.

This job description forms part of the contract of employment on appointment. It will be subject to review and may be amended at any time after consultation, and with the agreement of the postholder.

[February 2025]