

JOB PROFILE

EXAM INVIGILATOR

To start: May 2025



Luckley
HOUSE SCHOOL



EXAM INVIGILATOR

To start: May 2025

Terms: Part time, as and when required for exam periods

Salary: £12.42 per hour

Closing date: Friday 7 March 2025 (noon)

(Early applications are advised as we reserve the right to interview and appoint before the closing date.)

OVERVIEW

We have an opportunity for highly organised, committed and enthusiastic individuals to join our current team of Exam Invigilators.

The role involves conducting examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Luckley House School's regulations and instructions.

The successful candidates will be able to work effectively in a busy school ensuring that the integrity of both internal and external exams is maintained.

Previous experience of invigilation is not essential as full training in the role and duties of an invigilator will be provided.

Invigilators are required to confirm their availability in advance of the main exam periods.



JOB DESCRIPTION

Job Title: Exam Invigilator

Job Purpose: To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Luckley House School's regulations and instructions. To have a key role in upholding the integrity and security of the examination/assessment process.

Accountability: To the Exams Officer

Main Responsibilities

Before exams

1. Report to and be briefed by the exams officer prior to each exam session.
2. Keep confidential exam question papers and materials secure before, during and after exams.
3. Ensure exam rooms are set up according to the requirements.
4. Admit candidates into exam rooms under formal exam conditions.
5. Identify candidates and seat candidates according to the required arrangements.
6. Distribute the correct question papers and exam materials to candidates.
7. Instruct candidates in the conduct of their exams.
8. Deal with candidate questions.
9. Start exams.

During exams

1. Supervise and observe candidates at all times and be vigilant throughout exams.
2. Keep disruption in exam rooms to a minimum.
3. Deal with emergencies or irregularities effectively.
4. Record/report any incidents, disruption or irregularities.
5. Complete attendance registers.
6. Deal with candidate questions according to the regulations.

After exams

1. Instruct candidates in finishing their exams and collect exam scripts and exam materials.
2. Dismiss candidates from the exam room.
3. Check candidates' names on scripts, match the details on the attendance register.
4. Securely return all exam scripts and exam materials to the exams officer.

Other tasks

1. Undertake training, update and review sessions as required.
2. (Prior to invigilating any exam in a new academic year) undertake relevant online invigilator training and assessment for that academic year.
3. Undertake, where required and where able, other duties requested by the exams officer, for example centre supervision of exam timetable clash candidates between exam sessions.
4. Facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided).
5. Other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'.

PERSON SPECIFICATION

ESSENTIAL DESIRABLE

EXPERIENCE		
Previous experience of invigilation is not required as training in the role and duties of an invigilator will be provided.		✓
Experience of working in a school environment.		✓
SKILLS/DISPOSITION		
Have effective communication skills and good interpersonal skills.	✓	
Work well as part of a team.	✓	
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.).	✓	
PERSONAL QUALITIES/ATTRIBUTES		
Be confident and a reassuring presence to candidates in exam rooms.	✓	
WORK ARRANGEMENTS AND AVAILABILITY		
Be reliable, flexible and readily available during main exam periods.	✓	
Invigilators are required to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them.	✓	
Invigilators are required to confirm their availability in advance of main exam periods.	✓	
Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times.	✓	
OTHER		
A commitment to safeguarding and promoting the welfare of children and young people.	✓	
A strong commitment to the principles of equality, diversity, and inclusion.	✓	
Empathy with the Christian ethos of the School.	✓	

HOW TO APPLY

For further details please contact please contact HR on 0118 974 3223 or via email Recruitment@luckleyhouseschool.org

An application form is available on the School's website (www.luckleyhouseschool.org)

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