



## **Job Description & Person Specification**

Examination Invigilator



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**Job Title** : Examination Invigilator  
**Scale** : £10.01 per hour + holiday pay

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### Reporting Arrangements

Reporting to : Exams Manager  
Accountable for : N/A

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### Job Purpose

- To oversee and supervise examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions.
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### Main Responsibilities

- Assist in the setting up of examination rooms.
- Ensure all candidates receive appropriate examination question papers and answer papers.
- Be aware of any needs that candidates may have during an examination.
- Ensure answer scripts are collected in candidate number order and are supervised as required until they are delivered to the exams office.
- Ensure candidates obey the regulations of an examination room as laid out in the examination guidelines.
- Maintain security and confidentiality.
- Record attendance on the official examination registers.
- Ensure no inappropriate items are brought into the examination hall, such as personal stereos, revision notes or other paperwork unless told otherwise.
- Ensure all candidates are aware of the pre-exam start information and of any erratum notice that may affect them.
- Ensure there is no talking or disruption for the candidates once an examination has begun.
- Ensure that all candidates are seated before opening the question papers.
- Ensure that invigilators do not help candidates in any way with the question paper.
- Sign the centre's confidentiality declaration.
- Take responsibility for promoting and safeguarding the welfare of students in the Department and in school.
- Assist in other activities as may reasonably be requested by the centre from time to time.

### Trust Responsibilities

- Adhere to all Trust policies and procedures.
- Take responsibility for promoting and safeguarding the welfare of all pupils.
- All staff are expected to be committed to the Equal Opportunities Policy, to work positively and inclusively with colleagues so that the Trust provides a workplace and delivers services that do not discriminate against people on the grounds of their age, gender, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.
- Work flexibly in the interests of the service (this may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities).
- Travel between different sites of the Laurus Trust as required.
- Actively participate in performance reviews at regular intervals in accordance with Trust procedures.
- Undertake training courses organised by the Trust where these will assist in the carrying out of the above duties, develop skills which may be required to fulfil those duties in the future or are required to fulfil legal requirements.
- Refrain from smoking in any areas of Trust premises.
- Behave in a manner that ensures the security of property and resources.
- All staff are expected to demonstrate consistently high standards of personal and professional conduct as defined in The Laurus Trust Code of Conduct Policy.

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## Safeguarding

The Laurus Trust and its affiliated schools are committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.

We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. This is in line with statutory guidance Keeping Children Safe in Education and The Education Act, we expect all staff and volunteers to share this commitment.

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## Core Behaviours

It's important for all Support Staff to be able to demonstrate some or all of the core behaviours on a regular/daily basis:

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|-----------------------|---|--|
| ➤ <b>Adaptable</b>    | - | Open to change, to be flexible.  |
| ➤ <b>Courageous</b>   | - | Willing to speak up, offer ideas, challenge the norm.                      |
| ➤ <b>Hard Working</b> | - | Strong work ethic, prepared to go the extra mile.                          |
| ➤ <b>Inclusive</b>    | - | Treat others fairly and equally.   |
| ➤ <b>Engaged</b>      | - | Involved/absorbed in your work, participate at all times.                  |
| ➤ <b>Value</b>        | - | Add value to your role, your team and the Trust.                           |
| ➤ <b>Enquiring</b>    | - | Have an enquiring mind, curious, improve and find solutions.               |
| ➤ <b>Motivated</b>    | - | Pro-active, wanting to achieve goals, willingness to try, can do attitude. |
| ➤ <b>Encouraging</b>  | - | Giving/offering support and confidence to others, working together.        |
| ➤ <b>Navigator</b>    | - | Providing guidance, leading when necessary.                                |
| ➤ <b>Tenacious</b>    | - | Perseverance, never giving up, whatever it takes.                          |

# Person Specification

Attributes	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> <li>• Sound educational background including GCSE's Maths and English (A*-C) or equivalent</li> </ul>	
Knowledge and Experience	<ul style="list-style-type: none"> <li>• Prior experience in a similar role</li> <li>• Experience of delivering to deadlines and achieving set targets to a high standard</li> <li>• Experience of allocating and prioritising workload effectively to gain maximum productivity</li> <li>• Strong IT Skills including Microsoft PowerPoint, Excel, Word and Outlook</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of examination processes</li> <li>• Experience of working in a school environment</li> <li>• Experience of working with confidential information</li> <li>• Awareness of current issues in the Education</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Excellent planning and organisational skills</li> <li>• Ability to work independently to organise own workload</li> <li>• Strong interpersonal skills</li> <li>• Highly motivated individual with an innovative approach</li> <li>• Problem solving and analytical skills</li> <li>• Ability to demonstrate engaging oral and written communication</li> </ul>	
Other Qualities	<ul style="list-style-type: none"> <li>• Ability to make effective decisions</li> <li>• Ability to work accurately and methodically</li> <li>• Excellent time management</li> <li>• Ability to remain calm under pressure</li> <li>• Flexible</li> <li>• Good team player</li> <li>• Punctual and reliable</li> <li>• Willingness to undertake further training</li> <li>• Commitment to safeguarding and promoting the welfare of children</li> </ul>	<ul style="list-style-type: none"> <li>• Full driving licence</li> </ul>