



Grace Academy Solihull

Job Description



Role:	Lead Invigilator
Responsible to:	Exams Officer
Based at:	Grace Academy Solihull
Hours:	37 hours per week
Grade:	Grade E, points 4 to 5

Job Summary

The Lead Invigilator plays an essential role in supporting the smooth, secure, and well-organised delivery of all examinations within the school. Working closely with the Exams Officer, this role provides practical support across the full exams process, including preparation, administration, and the day-to-day running of exam sessions. The Lead Invigilator helps coordinate the invigilation team, ensures exam regulations are followed, and contributes to maintaining a professional and supportive environment for all candidates.

Key Responsibilities

- Support the Exams Officer in the operational running of all examinations, including preparation, organisation, and administration
- Supervise and coordinate a team of invigilators during examinations
- Check each exam room is fully compliant with JCQ requirements, including correct posters, materials, and equipment
- Ensure all examinations are conducted in line with JCQ regulations and school policies
- Provide clear briefings to invigilators on procedures, responsibilities, and any contingency arrangements
- Monitor the exam rooms to maintain a calm, controlled, and supportive exam environment
- Oversee the secure distribution and collection of exam papers and materials
- Verify candidate identities and ensure accurate attendance records
- Respond appropriately to incidents, irregularities, or emergencies and report them immediately
- Liaise with the Exams Officer before, during, and after examinations to resolve issues and maintain smooth operations
- Support the training and guidance of new and existing invigilators
- Assist with reprographics tasks related to examinations
- Log exam materials on JCQ forms and ensure their secure storage in the exam secure room
- Provide general administrative support to the Exams Officer as required

Script Despatch

- Collate, package, and securely dispatch completed scripts to examiners in accordance with JCQ requirements

Results & Certification

- Support the downloading and distribution of results to students and staff
- Assist with the collation and issuing of certificates
- Be available for key results days, which may fall outside normal working hours

Skills & Qualities

- Strong organisational skills and attention to detail
- Calm, reliable, and able to manage unexpected situations effectively
- Clear communication and good interpersonal skills
- High levels of integrity, confidentiality, and professionalism
- Punctual, dependable, and committed to maintaining exam integrity

General

- Be aware of and comply with all trust and school policies and procedures particularly relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection; reporting all concerns to an appropriate person
- Carry out all duties with regard to the school's policies and codes of conduct
- Participate in training and other learning activities as required and to participate in appraisal and professional development
- Set high expectations of conduct, whilst acting as a good role model for others

Qualifications

- Experience in invigilation or supervising examinations
- Familiarity with JCQ regulations and examination procedures

Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties and responsibilities.

Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.