

# Exam Invigilator

## *Summer Exam Season*

<b>Reports to:</b>	Examinations Officer		
<b>Reviewed:</b>	Annually; last review Feb 2026	<b>Employment Status</b>	Casual
<b>Grade / Pay Scale:</b>	RS01 Point 3		
<b>Hourly Rate:</b>	£12.85 per hour plus £2.06 per hour holiday rate; total hourly rate of £14.91 per hour		
<b>Hours of Work:</b>	By arrangement		
<b>Job Purpose:</b>	To implement examination procedures and ensure the proper conduct of examination candidates.		

## Main Tasks and Responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Headmaster and/or Examinations Officer.

Reading School is committed to safeguarding and promoting the welfare of our students. We expect all staff working in the school to share in this commitment and contribute to:

- Providing a safe environment for our students to learn in.
- Identifying safeguarding concerns and acting in line with our safeguarding policies.

## Supporting Exam Process

- Prepare the exam room; hand out appropriate question papers to candidates and distribute stationery.
- Help organise pupils at the beginning and end of the exams.
- Read out examination instructions to pupils.
- Complete attendance registers and seating plans as required.
- Ensure silence in the examination room and avoid disruption.
- Ensure that all candidates adhere to the JCQ instructions for conducting examinations.
- Maintain vigilance throughout the examination, dealing with any issues which may arise and contacting the exams officer when necessary.

- Ensure that candidates do not converse, signal, or otherwise communicate with each other or other persons, record any incidents and report these to the exams officer, or other appropriate person.
- At the end of the examination, collect candidate and question papers in accordance with instructions.
- Instruct candidates when they are permitted to leave the examination room and ensure their proper conduct in so doing.
- Ensure the security of examination materials before, during and after the examination.

## General

- Comply with individual responsibilities, in accordance with the role for health and safety in the workplace.
- Ensure that all duties and services are provided in accordance with the School's Equal Opportunities Policy.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- The duties above are neither exclusive or exhaustive and the post holder may be required by the Headmaster to carry out appropriate duties with the context of the job, skills and grade.
- Ensure the confidentiality and security requirements surrounding the invigilation process are known, understood and always followed.

## Person Specification

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. It is expected that the successful applicant will have and can demonstrate through their application or at interview:

- Good organisational and time management skills
- Able to follow clear instructions accurately
- Able to work as part of a team, as well as alone
- Flexible and adaptable
- Able to handle confidential information in a sensitive and secure way
- A confident and calming presence in the exam room
- Able to invigilate for several hours at a time, when required
- Reliable, flexible and readily available during the main exam periods.

This list of duties is not intended to be exhaustive but simply highlights several core tasks of the role. The post holder may be required to undertake additional duties that might reasonably be expected of them, and which form a part of the function of the post.