



## Exam Invigilators

Salary : Grade B Point 2 £12.26 per hour

### Job Description

#### Main job purpose

To assist the Exams and Data Officer with the conduct of public examinations in accordance with strict regulations. The primary purpose of the Examination Invigilator is to supervise candidates who are engaged in taking public examinations. Examination Invigilators must act strictly in accordance with the regulations set out for the conduct of examinations by the Joint Council for Qualifications. Examination Invigilators will also act in accordance with Academy policy for the conduct of internal and external examinations. Examination Invigilators will have high expectations of all candidates and respect for their social, cultural, linguistic, religious and ethnic backgrounds.

#### Main responsibilities and duties

Examination Invigilation is likely to include the following core elements to be carried out in strict accordance with the aforementioned regulations:

- To check that the arrangements of the examination room remain in compliance with the regulations
- To issue the regulatory notices to candidates at the start of the examination
- To maintain the security of examination papers, materials and candidate scripts whilst in the Exam Invigilator's possession
- To start, conduct and finish the examination in accordance with the regulations
- To complete the attendance register with due attention to the identification of candidates
- To supervise candidates with due vigilance during the working of the examination
- To respond to any questions from candidates about process and procedures
- To deal with any immediate problems or emergencies according to the examination centre or school's policies or procedures and in accordance with the examination regulations
- To collect completed scripts after the examination has ended and return them to the designated place/person
- To report back as appropriate using the agreed referral procedures on any issues arising
- To assist with administration as requested
- Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

Other:

- Respect any and all confidential information.



# Atlantic Academy Portland

an Aspirations Academy

Miss Heppell - Principal

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Southwell Business Park  
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- Comply with all decisions, policies and standing orders of the school; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the Academy's agreed procedures
- Be able to work alone or as part of a team
- Undertake training, update or review sessions as required.
- Liaising with The Exams Officer when on-site to ensure pupil safety and that Health and Safety procedures are adhered to,
- Following academy policies consistently
- To maintain high expectations in terms of behavior from the students and to follow the academy's behavior policy.
- To ensure Health and Safety regulations are complied with at all times
- To ensure the safety of students at all times
- To adhere to the Academy's Dress Code

## Knowledge & Skills

Be familiar with a range of school policies which may impinge on the conduct of public examinations, particularly those regarding health and safety, equal opportunities, behaviour management, child protection and special educational needs (SEN)

Be familiar with the Academy's policy for the conduct of examinations and guidelines to invigilators

Have the necessary skills to manage safely, the activities, the physical space and the resources for which s/he is responsible

Understand and be able to use a range of strategies to deal with young people under pressure and also individual behavioral needs

## Desirable:

Recent successful experience within an educational or supervisory environment

Flexibility and initiative

## Supervision and Management

- The post holder will be expected to work for substantial periods unsupervised and to organise own workloads and priorities.
- To supervise candidates in examination conditions in accordance with examination regulations and the Academy's policy and practice and with other invigilators



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Employees are expected to be courteous to colleagues.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Following consultation with you this job description may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Atlantic Academy values the diversity of our workforce and welcomes applications from all sectors of the community.

Atlantic Academy is committed to safeguarding and promoting the welfare of children and young people; this is a commitment which we expect all staff and volunteers to share.

The Aspirations Academies Trust (AAT) requires all prospective employees appointed to work in its academies and/or whose role will involve the undertaking of regulated activity to submit an enhanced Disclosure and Barring Service (DBS) certificate prior to taking up appointment. Applicants are required, before appointment, to disclose any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 by SI 2013 1198). Disclosure of a criminal background does not automatically debar individuals from employment - consideration will be given to relevant factors, including the nature of the offence(s) and when they occurred.

If you have not heard by 25th April 2025, unfortunately you have been unsuccessful on this occasion.



ASPIRATIONS



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