

JOB DESCRIPTION

Job title:	Exam Invigilator	Grade : C	Points 3
Reports to:			
Exams Officer/SLT			

Main job purpose

To assist the Examination Office 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

- Check that the arrangements of the examination room remain in compliance with the regulations
- Issue the regulatory notices to candidates at the start of the examination
- Maintain the security of examination papers, materials and candidate scripts whilst in the Exam Invigilator's possession
- Start, conduct and finish the examination in accordance with the regulations
- Complete the attendance register with due attention to the identification of candidates
- Supervise candidates with due vigilance during the working of the examination
- Respond to any questions from candidates about process and procedures
- Deal with any immediate problems or emergencies according to the school's policies or procedures and in accordance with the examination regulations
- Collect completed scripts after the examination has ended and return them to the designated place/person
- Assist with administration as requested

Other:

- Respect any and all confidential information.
- Undertake such other duties as may be required from time to time commensurate with the level of the post as determined by the Principal. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.
- 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 school's agreed procedure, and to meeting the five outcomes of Every Child Matters.
- Be able to work alone or as part of a team
- Undertake training, update or review sessions as required.

Supervision and Management of People

- The post holder will have no formal line management responsibilities for other staff. The post holder may be required to provide some on-the-job training for new recruits.
- **Contacts and Relationships**
- Maintain regular contact with your line manager/SLT Link. Assist in providing information for the making of reports to the Trust.
- The post holder will have contact with other staff members, students and parents.
- Liaising with The Exams Officer when on-site to ensure pupil safety and that Health and Safety procedures are adhered to, and that contractors are made aware of relevant school procedures.

Support yourself by:

- Committing to improving your own practice through self-evaluation and reflection
- Following academy policies consistently
- Being organised and keeping appropriate and quality records that will help you to share information quickly and accurately, for example in using academy computer/paper-based systems.

Other:

- Supervision of all students on the school premises during the break times, before and after school as & when directed, both in the school buildings and grounds. This can involve supervision of children before, during and after they have eaten their lunch.
- To maintain high expectations in terms of behaviour from the students and to follow the academy's behaviour policy.
- To ensure Health and Safety regulations are complied with at all times
- To ensure the safety of students at all times
- To liaise with other members of staff and parents
- To be point of contact and communication between parents and teacher/school when necessary.

Knowledge & Skills

- The ability to interpret, analyse and disseminate information through a range of different channels to all levels of staff.
- Competent in the use of IT systems.
- Communication
- Organisation
- Interpersonal skills
- Flexibility in working times on occasions
- Recognising own strengths and areas of expertise and using these to advise and support others.
- The ability to be flexible and creative with strategies.
- To be able to work accurately, under own initiative and to work in an organised and flexible manner.
- To take part in the Academy's staff development programme by participating in arrangements for further training and professional development.
- To engage actively in the Appraisal process

Supervision and Management

- The post holder will be expected to work for substantial periods unsupervised and to organise own workloads and priorities.
- To show a record of excellent of attendance and punctuality.
- To adhere to the Academy's dress code.

Problem Solving and Creativity

- To deal with changing and conflicting deadlines and frequent interruptions to work on a day-to-day basis.

Key Contacts and Relationships

- Close contact and consultation with all levels of staff within the school, the Trust and external bodies.
- Liaison with the IT Team
- Liaison with relevant staff from other schools within the trust as needed.

Decision Making

- Know when to seek help and advice.
- To establish and maintain clear systems and rationale
- Recognising own strengths and areas of expertise and using these to advise and support others. • Work to set deadlines and to prioritise own workload.

Working Environment

- Working throughout the site on more than one floor.
- General office equipment – to include access to a computer, printer, photocopier, fax, telephone etc.
- Spilt site
- Subject to frequent periods of lone working
- Travel to other AAT sites when required to assist other Academies as and when requested by the Trust.

Job description prepared by:	HR/SLT
Date:	September 2025

This list of duties is not intended to be exhaustive but simply highlights a number of the major tasks of the post. The post holder may be required to undertake additional duties which might reasonably be expected of him/her and which form part of the functions of the post.

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.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. 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.