



JOB DESCRIPTION: Exams Invigilator

HOURS: Zero hours contract required for internal and external supervision. Flexible hours between 7.30am-5.30pm Monday-Friday. Dates and hours to be confirmed at the point of booking.

- Ensure that internal and external examinations are run in accordance with the JCQ Instructions for Conducting Exams (ICE), Awarding Body and School rules and regulations.
- Ensure that all candidates have an equal opportunity to demonstrate their abilities.
- Ensure the confidentiality, security and integrity of examinations.
- Assist in preventing candidate malpractice and centre maladministration.
- Effectively deal with emergencies or irregularities during examinations.
- Record and report any incidents, disruptions or irregularities.
- Maintain vigilance throughout examinations.
- Answer candidate questions (in accordance with what is permitted under the JCQ regulations).
- Complete accurate attendance registers and report any candidate absences to the Exams Officer promptly.
- Facilitate exams access arrangements, such as reading or scribing, as required by the Exams Officer.
- Undertake annual training in the JCQ regulations and ICE updates.
- Undertake annual training in Safeguarding, Health & Safety, and Prevent.
- Understand and comply with the school's equal opportunities and other policies.
- Maintain confidentiality at all times and to observe data protection guidelines.
- Perform administrative duties (such as collating and packaging examination scripts) as required by the Exams Officer.
- Attend Inset Days.

St James Senior Boys' School is committed to safeguarding and promoting the welfare of children and young people. All Teaching roles within the school are regarded as Regulated Activity; Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the DBS.