



Exam Invigilator

Profile title: Exam Invigilator

Grade:	Hourly pay	Staff responsibility:	No	Essential Car user:	No
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Scope of role

Invigilators are responsible for supervising examinations to ensure they are conducted fairly, securely, and in accordance with the Joint Council for Qualification's regulations.

In addition to the following duties, the post holder may be required to undertake any of the duties associated with a lower graded catering role.

Key Tasks & Responsibilities

- Prepare examination rooms by setting out papers, materials, and equipment as required
- Verify candidate identity and ensure seating arrangements comply with exam regulations
- Provide clear instructions to candidates at the start and during examinations
- Supervise candidates throughout the examination to ensure compliance with rules
- Respond appropriately to candidate queries, without compromising exam integrity
- Manage incidents, disruptions, or irregularities and report them to the Exams Officer
- Collect, count, and securely return examination papers and materials
- Ensure a calm, quiet, and controlled examination environment
- Follow all safeguarding, health, and safety procedures

Other

- Complete online training and attend refresher or review sessions as required.
- Undertake, where required and where able, other duties requested by the Data and Exams Officer, for example:
 - Supervision of clash candidates between exam periods
 - Providing support for candidates with access arrangements e.g. as a reader, scribe etc.

Attendance

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

NOTE

- Duties at the same level of responsibility may be changed or added to the list of key duties at any time to meet changing circumstances.
- Employees will have a flexible approach in terms of working hours and patterns of work dependant on the needs of the school and occasionally may be called upon to work at other times to suit the needs of the school.

Prepared by:	Schools HR Team	Date:	29/01/2025
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This document sets out the area of work in which duties will generally be focused, and gives an example of the type of duties of the postholder. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal opportunities - We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety - All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must cooperate with us to apply our general statement of health and safety policy.

Safeguarding Commitment - Ss John Fisher and Thomas More RC High School is committed to the safeguarding and promotion of the welfare of all children and young people in our care. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check.

Customer Focus - We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Skills Pledge - We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.