

JOB DESCRIPTION

JOB TITLE:	Exam Invigilator
REPORTS TO:	Examinations Officer
HOURLY RATE:	£15.52 per hour (including holiday pay)
DATE:	September 2025
HOURS:	As and when required

Main purpose of the job

To ensure that examinations are conducted according to the JCQ regulations and to ensure that all candidates have the opportunity to perform in the examination to the best of their ability.

Hours per week

There are no set hours for this role as the post-holder will be part of a team of invigilators who will be contacted whenever exams are scheduled. The hours are therefore flexible to suit both the school and the post-holders.

Key responsibilities

- To support the Examinations Officer with the day-to-day operation of examination venues.
- To project a professional image, by both their appearance and their conduct, in order that the likelihood of problems arising is minimised.
- To establish consistent practice within and across exams
- To supervise candidates held incommunicado before or after oral assessments or while waiting to sit rescheduled exams
- To ensure there is silence and order in the examination room.
- To ensure questions from the candidates regarding the examination paper should be passed over to the examination officer
- To undertake administrative procedures.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To be aware of and support differences and ensure equal opportunities for all.
- To establish constructive relationships and communicate with other members of staff.
- To appreciate and support the role of other professionals.
- To participate in training and other learning activities and performance development as required.

Expectations

There is an expectation that all adults who work at Ruislip High School will:

- Have respect and care for students and all other adults.

- Set the highest possible standards through the ways in which we behave, talk to each other and strive for excellence in all that we do.
- Support the school uniform policy for students and echo this through professional and business-like mode of dress.

General

- Specific tasks and targets are negotiated and reviewed annually.
- This job description only contains the main accountabilities relating to this post and does not describe in detail all the tasks required to carry them out.
- All staff are expected to be flexible to ensure the most effective organisation and delivery of learning.
- General tasks are varied from time to time to take into account the changing nature of the school and demands made upon it. Such changes are a normal part of the post and, as such, do not constitute a change to the general job description.
- All staff are expected to undertake any other duties commensurate with the general level of responsibility of the post which may be decided by the Headteacher or Governors in accordance with the changing needs of Ruislip High School.

These duties may be modified by the HR Manager, with agreement, to reflect or anticipate changes in the job.

Health and Safety

1. To be familiar with the school's policies that refer specifically to health and safety regulations and implement it as applicable within the department
2. To ensure that health and safety policies and practices, including risk assessments, throughout the department are in line with national requirements and updated where necessary
3. To have regard to health and safety across the school in all aspects of work, in line with the school's policies and keep up to date with all relevant policies and risk assessments

Ruislip High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

Signed: _____ Post holder Dated: _____

Signed: _____ Line Manager Dated: _____

PERSON SPECIFICATION

Essential skills

The following is a list of essential skills needed in order to carry out the role:

- accuracy and attention to detail
- ability to relate to candidates yet maintain an air of authority
- ability to communicate with candidates and members of staff clearly and accurately
- ability to work to predetermined instructions
- ability to work as part of a team or alone as necessary
- reliability and punctuality
- ability to keep calm under pressure or during unexpected circumstances
- common sense and initiative
- ability to be firm but fair at all times
- a flexible approach to work
- effective oral and written communication skills